

# Short-Term Medical Certificate

**Program**

Office Administration and Technology

**Degree Type**

Short-Term Certificate

**Location**

Online

## Orientation

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
ORI 107	STUDENT SURVIVAL SKILLS	1

## Field of Study Courses

OAD 101 will be required for students who do not have keyboarding fundamentals

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 211	MEDICAL TERMINOLOGY	3
CIS 146	Computer Applications	3
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Skills Laboratory	1
HIT 232	Medical Coding Systems II	3
HIT 236	Medical Coding Skills Laboratory	1
BUS 189	HUMAN RELATIONSHIPS	3
	Total Credits	27