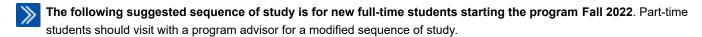
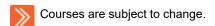
Medical Office Specialist Diploma Courses

Award	Diploma
Credits	34
Program Start	Fall
Time to Complete	9 months

2022–2023 Suggested Sequence of Study



When registering for classes refer to Self-Service > Student Planning to view your specific program requirements, your progress, and ensure proper registration.



- ◆ General education course.
- Non-transfer general education course.
- ► Course has a prerequisite and/or corequisite.

Term 1	
ADM-108 Keyboarding Skill Development	1
BUS-108 Business College Experience	1
CSC-110 Introduction to Computers ▶	3
HIT-250 Coding I ►	3
HSC-116 Beginning Medical Terminology	4
MAT-772 Applied Math -OR-	3
Math Elective	3
MGT-181 Customer Service Strategies	2

Total Credits 17

Term 2		
BUS-295	Workplace Professionalism	2
HIT-215	Introduction to CPT ►	2
HIT-290	Reimbursement Methods	3
HSC-124	Advanced Medical Terminology ►	4
MAP-123	Administrative Medical Office Procedures ►	3
MAP-402	Medical Law and Ethics	2
MAP-511	Pharmacology for the Medical Office ►	1

Total Credits 17

Math Electives	
MAT-110 Math for Liberal Arts ►	3
MAT-128 Precalculus ▶	4
MAT-134 Trigonometry and Analytic Geometry ▶	3
MAT-156 Statistics ►	3
MAT-210 Calculus I ▶	4
MAT-216 Calculus II ▶	4
MAT-219 Calculus III ▶	4