




# Medical Office Specialist Diploma Courses

<b>Award</b>	Diploma
<b>Credits</b>	34
<b>Program Start</b>	Fall
<b>Time to Complete</b>	9 months

## 2022–2023 Suggested Sequence of Study

 **The following suggested sequence of study is for new full-time students starting the program Fall 2022.** Part-time students should visit with a program advisor for a modified 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.**

 Courses are subject to change.

- ◆ 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- Math Elective	3 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