

Medical Office Specialist Diploma Courses

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

2023–2024 Suggested Sequence of Study



The following suggested sequence of study is for new full-time students starting the program Fall 2023. 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
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
SDV-108	The College Experience	1
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