

# Medical Office and Billing Specialist Diploma Courses

<b>Award</b>	Diploma
<b>Credits</b>	31
<b>Program Start</b>	Fall
<b>Time to Complete</b>	9 months

## 2024–2025 Suggested Sequence of Study

The following suggested sequence of study is for new full-time students starting the program Fall 2024. 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

CSC-110 Introduction to Computers ▶ OR	3	◆
CSC-116 Information Computing ▶	3	◆
HIT-250 Coding I ▶	3	
HSC-116 Beginning Medical Terminology	4	
MAT-772 Applied Math OR	3	◆
MAT-110 Math for Liberal Arts ▶ OR	3	◆
MAT-121 College Algebra ▶ OR	4	◆
MAT-128 Precalculus ▶ OR	4	◆
MAT-134 Trigonometry and Analytic Geometry ▶ OR	3	◆
MAT-156 Statistics ▶ OR	3	◆
MAT-210 Calculus I ▶	4	◆
MGT-181 Customer Service Strategies	2	
SDV-108 The College Experience	1	

**Total Credits 16**

**Term 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 15**