

Medical Office Certificate Sample Schedule

MOT courses are not available summer semester-courses available all semesters are marked. Most courses require CCR 092 or CCR 094 and BIO 106 requires MAT 050 as a prerequisite.

<u>First Semester</u>	Course Credits
HPR 178 Medical Terminology (SP, SU, FA)	2
CIS 118 Introduction to PC Applications Terminology (SP, SU, FA)	3
COM 126 Communications in Healthcare Terminology (SP, SU, FA)	3
MOT 110 Medical Office Administration	4
MOT 120 Medical Office Financial Management	3
HPR 106 Law and Ethics Terminology (SP, SU, FA)	<u>2</u>
	17
<u>Second Semester</u>	
BIO 106 Basic Anatomy and Physiology (SP, SU, FA)	4
ACC 101 Fundamentals of Accounting (SP, SU, FA)	3
MAN 212 Negotiation and Conflict Resolution (SP, SU, FA)	
OR	3
BUS 115 Introduction to Business (SP, SU, FA)	
MOT 130 Insurance and Billing	3
MOT 136 Introduction to Clinical Skills	<u>2</u>
	15
<u>Third Semester</u>	
MOT 181 Administrative Internship	2

Certificate Program requires 34 credits