

## Medical Office Certificate Sample Schedule

This Program can be completed in one calendar year. MOT courses are not available summer semester. All non-MOT courses are offered all semesters.

<u>Courses</u>	<u>Credits</u>
<u>First Semester</u>	
HPR 178    Medical Terminology	2
CIS 118    Introduction to PC Applications	3
COM 126    Communications in Healthcare	3
MOT 110    Medical Office Administration	4
MOT 120    Medical Office Financial Management	3
HPR 106    Law and Ethics	<u>2</u>
	17
 <u>Second Semester</u>	
BIO 106    Basic Anatomy and Physiology	4
ACC 101    Fundamentals of Accounting	3
MAN 116    Principles of Supervision	
OR	3
BUS 115    Introduction to Business	
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
Requires 90 clinic hours	
	<u>2</u>

**Certificate Program requires 34 credits**