

Medical Office Certificate-Sample Sequencing Schedule

This program can be completed in three semesters including 120 hours of internship. Assessment/entrance scores should place the student into CCR 092 or CCR 094 or higher.

1st Semester-		Course Credits
ACC 101	Fundamentals of Accounting	3
BIO 106	Anatomy and Physiology	4
BUS 115	Intro to Business	3
HPR 178	Medical Terminology	2
MAN 212	Negotiation and Conflict Resolution	<u>3</u>
		15

2nd Semester –		Course Credits
HPR 106	Law & Ethics	2
MAP 110	Medical Office I	4
MAP 120	Medical Office Financial Mgt	4
MOT 136	Intro to Clinical Skills	<u>2</u>
		12

3rd Semester -		Course Credits
MAP 181	Medical Administrative Internship	2

TOTAL CREDITS		29
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