

MOT Certificate

Fundamentals of Medical Office Technology (MOT)

This certificate will introduce the Medical Office Technology student to the profession by completing the basic fundamental required courses. The courses in this certificate will apply towards all the other certificates and degrees in MOT and do not need to be retaken if a grade of C or better is achieved. Students can decide upon completion, which plan of study (certificate or degree) they will pursue. The MOT 110 class is not required for the Billing and Coding certificate but is highly recommended.

Required Courses

CIS 118 Introduction to PC Applications
HPR 106 Law and Ethics for Health Prof
HPR 178 Medical Terminology
MOT 110 Medical Office Administration
MOT 120 Medical Office Financial Management

Credits

3
2
2
4
3

Total Credits

14