

Name _____

Date Entered _____

Medical Office Administration
Basic Medical Office Certificate
 (Curriculum Code C25310)

The Basic Medical Office Certificate gives students the basic knowledge necessary for entry-level employment in the medical office. The certificate program covers medical terminology, legal and ethical issues, medical billing and insurance, keyboarding, and document formatting.

The courses in this certificate can be applied toward the A.A.S. degree in Medical Office Administration. Graduates should qualify for employment in entry-level positions in medical and other healthcare related offices.

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 134	Text Entry & Formatting	OST 130	2	2	3
	OST 141	Medical Terms I—Medical Office		3	0	3
	OST 142	Medical Terms II—Medical Office	OST 141	3	0	3
	OST 148	Medical Coding Billing & Insurance	OST 142	3	0	3
	OST 149	Medical Legal Issues		3	0	3
	Total			16	4	18
		Total Credit Hours 18				