

## Career Studies Certificate: Medical Office Administration

✓	Course	Title	Cr	Offered	Pre-Req	Mode	Options & Notes
<b>First Semester (Fall)</b>							
	BIO 145	Human Anatomy & Physiology for Health Sciences	4	F SP SU	*	F O	BIO 141 and BIO 142
	ENG 111	College Composition I	3	F SP SU	*	F H O	
	HIM 111	Medical Terminology I	3	F SP SU	*	F D H O	
	SDV 101	Orientation to HIM	1	F		O	SDV 100 or SDV 101 Orientation to Health Professions
<b>Second Semester (Spring)</b>							
	AST 141	Word Processing I	3	F	40 WPM & ENF 1	F, O, H, D	Students must have keyboarding skills. AST 80 and/or AST 81 may be required to meet 40wpm minimum
	HIM 110	Introduction to Human Pathology	3	F SP	BIO 145	O	
	HIM 112	Medical Terminology II	3	F SP SU	HIM 111	F D H O	
	HIM 130	Healthcare Information Systems	3	SP SU		O	
<b>Third Semester (Summer)</b>							
	AST 142	Word Processing II	3	SP	AST 141	F H	
	AST 245	Medical Machine Transcription	3	SU	AST 141, HIM 112, BIO 145	H O	
	HIM 260	Pharmacology for HIT	2	SU			
	HIM 298	Seminar & Project	1	SU		O	Capstone for final semester only
		<b>Program Total</b>	<b>32</b>				

Program Entry Requirement: Demonstrated minimum keyboarding skill of 40 wpm  
 AST 80 and/or AST 81 may be taken to increase keyboarding skill