

Career Studies Certificate: Medical Office Administration

✓	Course	Title	Cr	Offered	Pre-Req	Mode	Options & Notes
First Semester (Fall)							
	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 40 wpm minimum
	HIM 111	Medical Terminology I	3	F, SP, SU	*	F, O, H, D	
	SDV 101	Orientation to HIM	1	F		O	should be taken in first semester; may sub other SDV courses
Second Semester (Spring)							
	HIM 112	Medical Terminology II	3	F, SP, SU	HIM 111	F, O, H, D	
	HIM 130	Healthcare Information Systems	3	SP, SU	ITE 115 strongly recommended	O	
	AST 243	Office Administration I	3	SP	*	O	OR: AST 271
		Program Total	16				

*Readiness to enroll in ENG 111

Term Offered: F-Fall, SP-Spring, SU-Summer**Mode:** F-Face-to-Face, O-Online, H-Hybrid, D-Distanced to another location