



Career and College Promise

Medical Office Administration-Certificate (C25310T)

Medical Office Administration-Certificate This curriculum prepares individuals for employment in medical and other health-care related offices. Students will learn administrative and support functions and develop skills applicable in medical environments.

Course Code		Course Name	Credit Hours
	MED-121	Medical Terminology I	3.0
	MED-122	Medical Terminology II	3.0
	OST-149	Medical Legal Issues	3.0
	OST-161	Medical Office Procedures	3.0
	OST-164	Text Editing Applications	3.0
Total Semester Credit Hours			15