

MEDICAL OFFICE SPECIALIST

CERTIFICATE / AA DEGREE

RECOMMENDED COURSE SEQUENCE FOR COMPLETION OF CERTIFICATE CLASSES IN THREE SEMESTERS

First Semester

COURSE NUMBER	COURSE NAME	UNITS
OIS-102	INTERMEDIATE KEYBOARDING*	2
OIS-120	INTRODUCTION TO OFFICE INFORMATION SYSTEMS	3
OIS-80	MEDICAL TERMINOLOGY AND ANATOMY	4
TOTAL UNITS: 9		
*OIS-101 Beginning Keyboarding is a prerequisite and may have to be taken first		

Second Semester

COURSE NUMBER	COURSE NAME	UNITS
OIS-136.1	WORD BASIC (First 8 weeks)	1
OIS-136.2	WORD INTERMEDIATE (Second 8 weeks)	1
OIS-82	MEDICAL INSURANCE BILLING AND CODING	3
OIS-84	HEALTHCARE WRITING TECHNIQUES	2
OIS-86	ELECTRONIC HEALTHCARE RECORD APPLICATIONS	2
TOTAL UNITS: 9		

Third Semester

OIS-88	MEDICAL OFFICE ADMINISTRATION	3
CE-150	COOPERATIVE EDUCATION INTERNSHIP	2-3
Additional classes for AA degree		

As a part-time student, your schedule will vary. Begin with OIS-80, OIS-102, and OIS-120. Then take OIS-136.1 and .2 along with the remainder of the medical classes, OIS-82, 84, and 86; take, OIS-88 and CE-150 last.