



**Medical Office Technology Specialist (OTMO5) 510716
Certificate of Completion**

(All courses offered in both the open-entry and online delivery formats)

First Semester			Cr/Clock
POFT	1329	Beginning Keyboarding	3/96
POFI	1301	Computer Applications I	3/96
POFT	1301	Business English	3/96
HITT	1305	Medical Terminology I	3/96
POFT	1325	Business Math Using Technology	3/96
POFM	1317	Medical Administrative Support	3/96
Second Semester			
POFI	2301	Word Processing	3/96
POFI	1349	Spreadsheets	3/96
POFM	1302	Medical Software Applications	3/96
HITT	1301	Health Data Content and Structure	3/96
Third Semester			
POFT	2312	Business Correspondence and Communication	3/96
HITT	1303	Medical terminology II	3/96
POFM	1327	Medical Insurance	3/96
ELEC		POFI/POFM/POFT Internship Selection	3/144
Total Hours			42
Total Clock Hours			1392