



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

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

<b>First Semester</b>			<b>Cr/Clock</b>
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
<b>Second Semester</b>			
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
<b>Third Semester</b>			
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
<b>Total Hours</b>			<b>42</b>
<b>Total Clock Hours</b>			<b>1392</b>