



Medical Office Technology Professional (OTMP) 510716 Certificate of Completion

(Available online and at select locations)

First Year

| First Semester | | | Credit |
|-----------------------|------|--------------------------------|---------------|
| POFT | 1329 | Beginning Keyboarding | 3 |
| POFI | 1301 | Computer Applications I | 3 |
| POFT | 1301 | Business English | 3 |
| HITT | 1305 | Medical Terminology I | 3 |
| POFT | 1325 | Business Math Using Technology | 3 |
| POFM | 1317 | Medical Administrative Support | 3 |

Second Semester

| | | | |
|--------------------|------|-----------------------------------|-----------|
| POFI | 2301 | Word Processing | 3 |
| POFI | 1349 | Spreadsheets | 3 |
| POFM | 1302 | Medical Software Applications | 3 |
| HITT | 1301 | Health Data Content and Structure | 3 |
| Total Hours | | | 30 |

Certificate is stackable into AAS Medical Office Technology (OTM15)