



Medical Office Technology Specialist (OTMO5) 510716 Certificate of Completion

(Available online and at select locations)

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
Third Semester			
POFT	2312	Business Correspondence and Communication	3
HITT	1303	Medical terminology II	3
POFM	1327	Medical Insurance	3
ELEC		POFI/POFM/POFT Internship Selection	3
Total Hours			42

Certificate is stackable into AAS Medical Office Technology (OTM15)