



**Medical Office Technology Professional (OTMP) 510716**  
**Certificate of Completion**

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

**First Year**

<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

**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
<b>Total Hours</b>			<b>30</b>
<b>Total Clock Hours</b>			<b>960</b>