

**Current Medical Office Technology**  
*Certificate - 32 credit hours*

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester 1</b>		
CPT112	Keyboarding and Document Formatting I	3
CPT140	Word Processing	3
ENG101	College Composition	3
FYE100	First Year Experience	1
MAT106	College Mathematics for Technologies or Higher Level Mathematics	3
MDT125	Medical Terminology	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS205	Business Communications	3
MDT130	Medical Office Management	3
MDT133	Medical Documentation	3
MDT135	Clinical Office Procedures I & Lab	4
MDT221	Insurance Coding and Billing	3
	<b>Total</b>	<b>16</b>

**Proposed Medical Office Technology**  
*Certificate - 32 credit hours*

Course #	Course Title	Credits
<b>Semester 1</b>		
CPT112	Keyboarding and Document Formatting I	3
MDT103	Introduction to Medical Assisting	3
CPT140	Word Processing	3
ENG101	College Composition	3
FYE100	First Year Experience	1
MAT106	College Mathematics for Technologies or Higher Level Mathematics	3
MDT125	Medical Terminology	3
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS205	Business Communications	3
MDT130	Medical Office Management	3
MDT133	Medical Documentation	3
MDT135	Clinical Office Procedures I & Lab	4
MDT221	Insurance Coding and Billing	3
	<b>Total</b>	<b>16</b>