Education Plan (Sequenced): Medical Office Assistant

Degree/Certificate: Certificate of Technology

Year 1: Semester 1

Course	Semester Credit Hours
POFT 1329 Beginning Keyboarding	3
POFT 1313 Professional Workplace Development	3
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
POFT 2312 Business Correspondence and Communications	3
POFT 1319 Records & Information Management I	3
Total	18

Year 1: Semester 2

Course	Semester Credit Hours
POFM 1317 Medical Administrative Support	3
POFT 2301 Intermediate Keyboarding	3
HITT 1305 Medical Terminology	3
POFT 1321 Business Math	3
POFM 1300 Medical Coding	3
Total	15

Year 2: Semester 1

Course	Semester Credit Hours
POFI 2340 Advanced Word	3
POFM 1327 Medical Insurance	3
ITSW 2334 Advanced Spreadsheets	3
POFM 1302 Medical Software Applications	3
BCIS 1305 Business Computer Applications	3
Total	15