**Medical Office Studies** (CSC)

Catalog Year 2023-2024

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grade/SemesterCompleted |  | Course # |  | Course title | Credits |
| **First Semester** |  |  |  |  |  |
| / |  | AST 101 |  | Keyboarding I | 3 |
| / |  | BIO 100 |  | Basic Human Biology | 3 |
| / |  | HLT 143 |  | Medical Terminology I | 3 |
| / |  | ITE 116 |  | Survey of Computer Software Applications | 2 |
|  |  |  |  | **Total** | **11** |
| **Second Semester** |  |  |  |  |  |
| / |  | AST 102  |  | Keyboarding II | 3 |
| / |  | AST 234 |  | Records & Database Management | 3 |
| / |  | HIM 143 |  | Managing Electronic Billing in a Medical Practice | 3 |
| / |  | HLT 144 |  | Medical Terminology II | 3 |
|  |  |  |  | **Total** | **12** |
|  |  |  |  |
| **Total Completed** |  |  | **23** |

MTE 2 and ENF 3 are prerequisites.