

## TECHNICAL CERTIFICATE WORKSHEET MEDICAL OFFICE

Courses prerequisite to another class require a minimum grade of "C" in order to advance to the next course.

Section Completed	Completed	Grade	Semester	Discipline	Class #	Class Name	Hours
<b>Major Specific Courses - 35 Credit Hours Total</b>							
All of the following courses are required							
<input type="checkbox"/>	<input type="checkbox"/>		Fall/Spring	OFAD	1053	<b>Business Math</b> Prerequisite: ACT math score of 18 or equivalent score on COMPASS Pre-Algebra or Algebra tests, or completion of LAD-9031 Foundations of College Math 1C	3
		OR					
		Fall/Spring	MATH	1053	<b>Applied Mathematics</b> Prerequisite: ACT math score of 18 or equivalent score on COMPASS Pre-Algebra or Algebra tests, or completion of LAD 9031 Foundations of College Math 1		
	<input type="checkbox"/>		Fall/Spring	OFAD	1133	<b>Business English</b>	3
	<input type="checkbox"/>		Fall/Sp/Su	CIS	1013	<b>Information Systems I</b> Prerequisites: OFAD 1103 Keyboarding or equivalent; CIS 1001 Introduction to Computing I or competency test	3
	<input type="checkbox"/>		Fall/Spring	OFAD	1083	<b>Word Processing I</b> Prerequisite: OFAD 1103 Keyboarding, or equivalent	3
	<input type="checkbox"/>		Fall/Spring	OFAD	1203	<b>Business Practices &amp; Procedures</b>	3
	<input type="checkbox"/>		Spring	OFAD	1093	<b>Machine Transcription</b> Prerequisite: OFAD 1133 Business English and OFAD 1083 Word Processing I	3
	<input type="checkbox"/>		Spring	OFAD	2053	<b>Word Processing II</b> Prerequisite: OFAD 1083 Word Processing I. Recommended: OFAD 1133 Business English	3
	<input type="checkbox"/>		Fall/Sp/Su	ACT	1002	<b>Basic Accounting</b>	2
	<input type="checkbox"/>		Fall/Sp/Su	ALH	1203	<b>Medical Terminology</b>	3
	<input type="checkbox"/>		Fall	HIT	1113	<b>Health Data Content</b> Prerequisites: CIS 1013 Information Systems I	3
	<input type="checkbox"/>		Spring	HIT	1223	<b>Legal Aspects of Health Information</b> Prerequisite or Corequisite: CIS 1313 Health Data Content	3
<input type="checkbox"/>		Summer	OFAD	2393	<b>Office Support Internship</b> Prerequisites: All classes for the Office Support Technical Certificate must be completed and a "C" average maintained	3	

Minimum Total Credit Hours: **35**

**Bring this degree plan every time you meet with a counselor for advising and updating.**  
**NOTE: STUDENTS MUST SUBMIT A GRADUATION APPLICATION TO RECEIVE ANY DEGREE OR CERTIFICATE.**  
**SEE ACADEMIC CALENDAR FOR SUBMISSION DEADLINES.**