

**Business Office Management & Technology - Medical Records
 Certificate
 M.A.P.**

| Semester | Suggested Courses | Semester(s) Offered* | Credit Hrs. |
|--|--|----------------------|-------------|
| Semester 1 14 credit hours | OAD 101 Beginning Keyboarding | Fall, Spring, Summer | 3 |
| | OAD 138 Records/Information Management | Fall, Spring, Summer | 3 |
| | MTH 100 <i>or</i> Intermediate College Algebra <i>or</i> MTH 116 Mathematical Applications | Fall, Spring, Summer | 3 |
| | ENG 101 English Composition I | Fall, Spring, Summer | 3 |
| | ORI 101 Orientation to College | Fall, Spring, Summer | 2 |
| Semester 2 12 credit hours <i>Microsoft Office Applications Specialist STC Achieved</i> | OAD 103 Intermediate Keyboarding | Fall, Spring, Summer | 3 |
| | OAD 125 Word Processing | Fall, Spring, Summer | 3 |
| | OAD 126 Advanced Word Processing | Fall, Spring | 3 |
| | OAD 243 Spreadsheet Applications | Fall, Spring, Summer | 3 |
| Semester 3 9 credit hours | BIO 150 Human Biology | Fall, Spring, Summer | 3 |
| | OAD 218 Office Procedures | Fall, Spring, Summer | 3 |
| | SPH 106 <i>or</i> Fundamentals of Oral Communication <i>or</i> SPH 107 Fundamentals of Public Speaking | Fall, Spring, Summer | 3 |
| Semester 4 3 credit hours <i>Medical Assistant STC Achieved</i> | BIO 120 Medical Terminology | Fall, Spring | 3 |
| Semester 5 6 credit hours | OAD 231 Office Applications | Fall, Spring | 3 |
| | OAD 215 Health Information Management | Spring | 3 |
| Semester 6 6 credit hours <i>Medical Records Certificate Achieved</i> | OAD 242M Office Internship MR | Fall, Spring Summer | 3 |
| | OAD 216 Advanced Health Information Management | Summer | 3 |
| Total Hours | | | 50 |

*Course(s) may be offered in additional semesters but are only assured to run in the semester(s) indicated. It is **highly** recommended that course(s) be completed in the semester(s) indicated.

Part-time students and full-time students desiring to begin the program of study during a spring or summer semester should consult with an academic advisor to establish an alternate degree completion pathway.