

Certificate of Proficiency Medical Office Administration

All first-time, full-time students must enroll in either Student Opportunities Seminar (SOS) OR Principles of Collegiate Success (PCS) as determined by entrance exam scores.

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
DATA 1123 Fundamentals of Information Technology (FIT)	3	Keyboarding exam or GBUS1103 recommended	Milestone course, failure to pass may delay degree progress.
MEDT 1153 Medical Terminology	3		"C" or better; Fall Only
MEDT 1133 Medical Office Administration	3		"C" or better; Fall Only
Hours	9		
<i>Students should apply for Certificate of Proficiency in Medical Office Administration – Total Hours 9</i>			