

**Technical Certificate (T.C.)  
Medical Office Administration**



First Semester		
Course Number	Course Title	Credit Hours
OS1133	Skill Building	3
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS2283	Microsoft Word	3
AH1143	Medical Terminology	3
	<b>Total Hours</b>	<b>15</b>

Second Semester		
Course Number	Course Title	Credit Hours
CS2223	Electronic Spreadsheet	3
MATH1063	College Math	3
OS1163	Medical Office Administration	3
OS2103	Human Resource Management	3
PYSC2003	General Psychology	3
	<b>Total Hours</b>	<b>15</b>

**Total Requirements: 30**

Completion Time: 1 year

Cost Per Year: In state: \$5,295 / Out of State: \$6,735

Complete Program Cost: In State: \$5,295 / Out of State: \$6,735