

Medical Administrative Technology

Diploma

Core Courses - 810 Contact Hours		Clock Hours
BUS 124	Business Letter and Report Writing.....	40
BUS 246	Client Services.....	40
CDP 120	Introduction to Desktop Applications	50
CDP 150	Word Processing 1	50
CDP 250	Word Processing 2	50
GEN 122	Written Communications 1	40
KEY 124	Fundamentals of Computer Keyboarding.....	50
MED 101	Medical Terminology.....	40
MED 103	Medical Keyboarding	50
MED 110	Medical Law.....	40
MED 140	Medical Administrative Procedures	50
MED 151	Anatomy and Physiology.....	40
MED 166	Health Insurance	40
MED 171	Basic Medical Coding.....	50
MED 295	Medical Office Externship.....	180
	Total Clock Hours	810

Core Courses - 62 Credit Hours		Cr. Hr.
BUS 124	Business Letter and Report Writing.....	4
BUS 246	Client Services.....	4
CDP 120	Introduction to Desktop Applications	4
CDP 150	Word Processing 1	4
CDP 250	Word Processing 2	4
GEN 122	Written Communications 1	4
KEY 124	Fundamentals of Computer Keyboarding.....	4
MED 101	Medical Terminology.....	4
MED 103	Medical Keyboarding	4
MED 110	Medical Law.....	4
MED 140	Medical Administrative Procedures	4
MED 151	Anatomy and Physiology.....	4
MED 166	Health Insurance	4
MED 171	Basic Medical Coding.....	4
MED 295	Medical Office Externship.....	6
	Total Credit Hours	62