

# Medical Office Practitioner

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## Diploma

(Code: MVMDP)

The Medical Office program prepares individuals for administrative service careers in the health care field. Instruction includes office, computer applications, and medical training.

<b>General Education</b>		<b>Credit Hours</b>
BIO532	Human Body: Health and Disease	3
CSC118	Computer Systems and Applications	3
HSC129	Anatomy & Physiology for Health Sciences	5
	or	
BIO168	Human Anatomy and Physiology I and	(4)
HSC113	Medical Terminology	(2)
<b>Must select 3 credit hours</b>		
ENG105	Composition I	3
ENG111	Technical Writing	3
ADM154	Business Communication	3
<b>Total</b>		<b>14-15</b>
<b>Program Requirements</b>		
ADM112	Keyboarding	3
BCA134	Word Processing	3
CSC119	Computer Systems and Applications II	3
MAP111	Medical Office Management I	3
MAP118	Medical Office Management II	4
MAP141	Medical Insurance	3
CSC120	Computer Systems and Applications III	3
<b>Total</b>		<b>22</b>
<b>Total Required Hours</b>		<b>36-37</b>