

**Certificate  
Medical Administrative Office Specialist (CT.AOTAS)**

**Total Credit Hours: 37  
Effective: Fall 2020**

**Graduation Plan**

<b>First Semester</b>			
	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Recommended Term(s)</b>
AOT 105 Keyboarding	3		1 <sup>st</sup> 8-weeks
*AHS 102 Medical Terminology	3	Co-requisite ENG 101 or ENG 155	1 <sup>st</sup> 8-weeks
*AOT 165 Information Processing Software	3	Keyboarding skills	1 <sup>st</sup> 8-weeks
*HIM 102 Introduction to Coding and Classification	1		1 <sup>st</sup> 8-weeks
*AOT 110 Document Formatting		AOT 105	2 <sup>nd</sup> 8-weeks
*AOT 134 Office Communications	3	ENG 031 Co-requisite AOT 105	2 <sup>nd</sup> 8-weeks
*ACC 111 Accounting Concepts	3	MAT 033 or equivalent	2 <sup>nd</sup> 8-weeks
<b>TOTAL</b>	<b>19</b>		
<b>Second Semester</b>			
	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Recommended Term(s)</b>
*AOT 133 Professional Development	3		
*AOT 167 Information Processing Applications	3	AOT 165	
*AOT 252 Medical Systems and Procedures	3	AOT 105 or keyboarding skills	
*AOT 267 Integrated Information Systems	3	AOT 105 MAT 033 or equivalent	
*HIM 130 Billing and Reimbursement	3	MAT 033 or equivalent AOT 110, AHS 102, BIO 112	
*HIM 266 Computers in Healthcare	3		
<b>TOTAL</b>	<b>18</b>		

\* Courses in this program that require a minimum grade of "C."