

Medical Office Specialist:  
**Billing and Coding**  
**Certificate**

**2018 - 2019**  
**Plan of Study**

Pre	Course No.	Course Title	Cr	√	Terms		Total
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<b>Fall 2018</b>	!	<b>CIS120L</b>	Computer Concepts Lab I	1		FWSSu-wb	N	
		<b>MO110</b>	Powerful Strategies for the Office Team	3		FW		
	!	<b>MO114</b>	Medical Terminology I	3		FWSSu-wb		
		<b>MO140</b>	Understanding Medical Insurance	3		FW		
	*	<b>MO230</b>	Medical Coding I--ICD-10-CM	3		FW	N	
	!	<b>MTH058/OR</b>	Quantitative Reasoning or	6		FWSSu		
!	<b>MTH065</b>	Beginning Algebra I	4		FWSSu-wb	N	17-19	

<b>Winter 2019</b>	* !	<b>BI121</b>	Essentials of Human Anatomy & Physiology I	4		FWSSu-wb		
	* !	<b>MO115</b>	Medical Terminology II	3		WSSu-wb	N	
		<b>MO116</b>	Medical Office Procedures	4		FW		
	*	<b>MO231</b>	Medical Coding II--Procedural Coding	4		WS	N	
	*	<b>MO240</b>	Medical Office Billing I	3		FW-wb	N	18

<b>Spring 2019</b>	*	<b>BI122</b>	Essentials of Human Anatomy & Physiology II	4		FWS-wb		
		<b>MO136</b>	Healthcare Documentation	3		FWS		
	*	<b>MO226</b>	Pharmacology and Disease Processes	4		FS		
	*	<b>MO232</b>	Medical Coding III: Evaluation and Mgt.	3		SSu	N	
	*	<b>MO241</b>	Medical Office Billing II	3		WS-wb	N	17

<b>Summer 2019</b>	*	<b>MO242</b>	Applied Billing and Coding	3		Su	N	
	!	<b>PSY201</b>	General Psychology	4		FWSSu-wb	N	
	!	<b>WR121</b>	English Composition	4		FWSSu-wb	N	10-12

Total Credits: 63-65

\*prerequisite

F=fall W=winter S=spring Su=summer N=night wb=web hy=hybrid

! Classes may be taken the summer prior to beginning the program

A minimum of "C" grade in all courses required