



(Certificate)

# Medical Office Specialist

ICCB Code: C 045C

Required Courses						
First Semester	Lec	Lab	Cr	RCC	Sem/Yr	Transfer
Bus 110 Business Math	3	0	3			
OT 140 Medical Terminology (or HLTH 140)	3	0	3			
OT 114 Word Processing & Presentation	2	2	3			
OT 119 Business English	3	0	3			
OT 170 Professional Office Procedures (formerly OT 250)	3	0	3			
Subtotals	14	2	15			
Second Semester	Lec	Lab	Cr			
OT 116 Database Applications	2	2	3			
OT 113 Editing and Proofreading	3	0	3			
OT 120 Business Communications	3	0	3			
OT 141 Medical Office Anatomy (formerly OT 142)	3	0	3			
OT 150 Records Management	3	0	3			
Subtotals	14	2	15			
Third Semester	Lec	Lab	Cr			
OT 205 Voicing & Transcription	2	2	3			
OT 240 Pharmacology Terminology	3	0	3			
OT 244 Interpreting Healthcare Records	3	0	3			
Subtotals	8	2	9			
Fourth Semester	Lec	Lab	Cr			
OT 245 Insurance/Patient Billing	2	2	3			
Subtotals	2	2	3			
<b>Program Total 42</b>						

Other Graduation Requirements:  
2.00 (C) Grade Point Average for all courses at RCC

Comments: \_\_\_\_\_  
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