

LAWSON STATE COMMUNITY COLLEGE
Office Administration – Medical Technology - Certificate

- All elective(s) and/or substitutions must be approved by the area advisor.
- BUS 210 (Intro to Accounting) is recommended as a prerequisite for BUS 241.
- BUS 296 (Internship) **MUST** be taken in the last semester of enrollment.
- **NOTE:** OAD 101 (Beginning Keyboarding) or at least 45 GWPM is recommended as a prerequisite for OAD 125.

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| Course# | Description | Semester Hours |
|---|---|----------------|
| General Studies Courses | | |
| ORI 101 | Orientation | 1 |
| Area I – Written Composition | | |
| ENG 101 | English Composition I | 3 |
| Area II – Humanities & Fine Arts | | |
| SPH 107 | Fundamentals of Public Speaking | 3 |
| Area III – Natural Science & Mathematics | | |
| CIS 146 | Microcomputer Applications | 3 |
| MTH 110 | Finite Mathematics /OR | 3 |
| MTH 112 | Pre-Calculus (or higher level / from STARS) | |
| Area IV – History, Social, & Behavioral Sciences | | |
| Social and Behavioral Science Requirement | | 3 |
| Total General Studies Courses | | 13 |
| Area V – Pre-Professional/Major Courses | | |
| BIO 120 or OAD 211 | Medical Terminology | 3 |
| BUS 202 | Professional Development | 1 |
| BUS 215 | Business Communication | 3 |
| BUS 241 | Principles of Accounting | 3 |
| HIT 230 | Medical Coding Systems I | 3 |
| HIT 231 | Medical Coding Systems I Lab | 1 |
| HIT 232 | Medical Coding Systems II | 3 |
| HIT 233 | Medical Coding Systems II Lab | 1 |
| HIT 294 | Medical Insurance and Billing | 2 |
| HIT 152 | Skill Development Lab I | 1 |
| OAD 101 | Beginning Keyboarding | 3 |
| OAD 103 | Intermediate Keyboarding | 3 |
| OAD 125 | Word Processing | 3 |
| OAD 138 | Record/Information Management | 3 |
| OAD 212 | Medical Transcription | 3 |
| OAD 243 | Spreadsheet Applications | 3 |
| ELECTIVES (ACC, BUS, CIS, OAD) | | 3 |
| Total Required Hours For Degree | | 55 |