

**Lawson State Community College - Business and Information Technologies
Office Administration--Medical Program**

Short Cert Long Certificate Degree

		Total Hours Required for Award			27	55	76
Course No.	Name	Cr. Hrs.	Short Cert	Long Cert	Degree	Grade	
			(Medical)	(Medical)	(Medical)		
FIELD OF CONCENTRATION	BUS202	Professional Development	1				
	BIO120	Medical Terminology	3				
	BUS 215	Business Communication	3				
	BUS 296	Business Technologies Internship	3				
	HIT 130	HIT Classification & Reimbursement	3				
	HIT 131	Classification Skills Laboratory	1				
	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 Developmental Lab 1	1				
	HIT 291	Exam Preparation	1				
	HIT 292	HIT Exam Review	2				
	OAD 101	Beginning Keyboarding	3				
	OAD 103	Intermediate Keyboarding	3				
	OAD 125	Word Processing	3				
	OAD 138	Records/Info Management	3				
	OAD 212	Medical Transcription	3				
	OAD 214	Medical Office Procedures	3				
Elective**	Basic Pharmacology (HPS 114)	2					
Elective**	Medical Coding with Computers (HIT 285)	1					
Total Field of Concentration Hours			23	38	48		

*BUS 210 is a recommended prerequisite for BUS 241

**Choose from ACC, BUS, CIS, OAD, RLS with advisor permission.

GENERAL STUDIES	ENG 101	English Composition I	3				
		Humanities Requirement	3				
	SPH 107	Fund. of Public Speaking	3				
	BIO 201	Human Anatomy & Physiology I	4				
	BIO 202	Human Anatomy & Physiology II	4				
	CIS 146	Microcomputer Applications	3				
	MTH112	Math Requirement	3				
		Behavior Science Requirement	3				
	PED		1				
	PED		1				
	RDG 114A	Critical Reading for College	3				
	ORI 101	Orientation (College Requirement)					
	Total General Studies Hours			12	15	28	

NOTE: HIT 291 and HIT 292 /taken in the SAME semester.