

LAWSON STATE COMMUNITY COLLEGE

Office Administration – Medical Technology – Short 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 V – Pre-Professional/Major Courses		26
BIO 120 or OAD 211	Medical Terminology	3
BUS 215	Business Communication	3
BUS 210	Introduction to 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
CIS 146	Microcomputer Applications	3
OAD 138	Record/Information Management	3
Total Required Hours For Degree		27