

**Office Administration-Medical (MES)**  
**January 2015 Start**

<b>40 wpm</b>		
<b>Semester 1</b>	<b>Course Name</b>	<b>Hrs/Wk</b>
BMA101 *	Business Math Applications	3
or		
BMA102	Mathematics of Personal Finance	3
BCM111	Business Communications	4
DPW111	Intro to Document Production	5
EAC150	College English	3
ICP111	Intro to Computers and Presentation Software	3
OPR111	Office Procedures	5
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<b>50 wpm</b>		
<b>Semester 2</b>	<b>Course Name</b>	<b>Hrs/Wk</b>
MOP511	Medical Office Procedures	5
MTM311	Medical Terminology	7
DPW311	Intermediate Document Production	5
TRT311	Transcription Techniques	3
XXXXXX	General Education Option-English Literature Prerequisite: EAC 150	3
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<b>60 wpm</b>		
<b>Semester 3</b>	<b>Course Name</b>	<b>Hrs/Wk</b>
CLJ501	Composition, Research, and Job Search Skills	3
DMS311	Data Management Software	5
MHB511	Medical Health Billing	4
MOS511	Medical Document Production and Office Simulation	4
TRM511	Medical Transcription	5
XXXXXX	General Education Option-Liberal Option	3
		24

Revised: November 2014