

MEDICAL RECEPTIONIST DIPLOMA - 34 CREDITS

Program Plan — "Primary"
Locations: Online

1st Fall Term (16 credits)

Courses

| Course | Crds |
|---|------|
| ADMM1104 - Medical Language Applications I | 3 |
| ADMM1110 - Medical Documentation I | 4 |
| ADMM1122 - Medical Office Procedures | 4 |
| ADMM1200 - Medical Office Technology Tools | 2 |
| HLTH1110 - Introduction to Anatomy and Physiology | 3 |

1st Spring Term (18 credits)

Courses

| Course | Crds |
|--|------|
| ADMM1150 - Medical Billing/Insurance | 4 |
| ADMM2104 - Medical Language Applications II | 3 |
| ADMM2130 - Medical Office Career Insight | 2 |
| ADMM2500 - Human Disease Applications for Administrative Health Professionals | 3 |

6 credits in one or more of the following:

- COMM1120 - Introduction to Public Speaking 3
 - COMM1130 - Small Group Communication 3
 - COMM1140 - Interpersonal Communication 3
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