Please print your name as you wish if to appear on your diploma Multiplated Quarter & Year of Completion State indication Fall Winler Spring Summer Spring Top Fall Winler Spring Summer Spring Top Maio Courses - 37 CREDITS Courses - 37 CREDITS Courses - 37 CREDITS Courses No Courses - 17 CREDITS Courses - 17 CREDITS Courses 5	Columbia Basin College	^a MEDICAL OFFICE RECEP ONE-YEAR CERTIFICATE				CATALOG	YEAR 2006-2007
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AOT 114 Editing 5	AOT 102	Keybo	parding II	2			
HIT 118 Legal Aspects of the Medical Office III 3	AOT 114			5			
AOT 142 General Office Procedures 5	AOT 117	Office (Drientation	3			
HIT 147 Medical Terminology 5	HIT 118	Legal Aspects of	the Medical Office III	3			
AOT 172 Word Processing I 5	AOT 142	General Off	ice Procedures	5			
AOT 1952 Supervised Employment 3	HIT 147	Medical	Terminology	5			
HIT 245 Medical Office Procedures 2 CA 100 Introduction to Microcomputers 4 Major Support — 3 CREDITS Select at least 3 credits from the following:	AOT 172	Word P	rocessing I	5			
CA 100 Introduction to Microcomputers 4 Major Support — 3 CREDITS Select at least 3 credits from the following: HIT 153 Medical Reimbursement 4 HIT 155 Introduction to Medical Coding 4 HIT 156 Intermediate Medical Coding 4 AOT 173 Word Processing 5 AOT 247 Medical Terminology II 3 AOT 248 Medical Terminology III 3 AOT 270 Business Correspondence 5 General Education Requirements — 16 - 20 CREDITS ENG 101 English Composition or SPE 101 Speech Essentials or SPE 102 Speech Essentials or SPE 103 Workplace Communication or SPE 101 Speech Essentials or SPE 101 Communication Behavior or SPE 103 Workplace Communication or SPE 104 Muticultural Communica	AOT 1952	Supervise	d Employment	3			
Major Support — 3 CREDITS Select at least 3 credits from the following:	HIT 245	Medical Off	ice Procedures	2			
Select at least 3 credits from the following: HIT 153 Medical Reimbursement 4 HIT 155 Introduction to Medical Coding 4 HIT 156 Intermediate Medical Coding 4 AOT 173 Word Processing 5 AOT 247 Medical Terminology II 3 AOT 248 Medical Terminology III 3 AOT 270 Business Correspondence 5 AOT 272 Word Processing I 3 AOT 290 Professional Development 3 Foreign Language 5 ENG 101 English Composition or 5 ENG 103 Writing in the Workplace 5 MTH 106+ MTH 106 or above 5.5 SPE 101 Speech Essentials or 3-5 SPE 102 Speech Essentials or 3-5 SPE 103 Workplace Communication or 3-5 SPE 104 Communication Behavior or 3-5 SPE 105 Multicultural Communications 10-Key Speed 100 CPM □ Remarks:	CA 100	Introduction to	Microcomputers	4			
HIT 153 Medical Reimbursement 4			Major Supp	port — 3 CRE	DITS		
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AOT 173 Word Processing 5	HIT 155	Introduction to	o Medical Coding	4			
AOT 247 Medical Terminology II 3	HIT 156	Intermediate	Medical Coding	4			
AOT 248 Medical Terminology III 3	AOT 173	Word F	Processing	5			
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columbia Basin College complex with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an Columbia Basin College complex with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate	accommodation, please con alternative media by request	tact the CBC Resource Center, (509) 547-0511, ext. 2252, or TTY/TDD a	(509) 546-0400. This notice is available in on the basis of se	ex, race, color, national origin, religion, age, m	ante and rederan laws, regulatoris and executiv arital status, physical, mental or sensory disabi esources & Legal Affairs, (509) 547-0511, ext. 2	ity, sexual orientation or Vietnam veteran stat	us in its educational programs or employment. Questions