

Program	Trimester	Course Code	Description	Long Description	Hours
Medical Office Information Technology	1	MOI 0001	Worker Characteristic	Worker Characteristic	6
Medical Office Information Technology	1	MOI 1010	Introduction to Windows	Introduction to Windows	12
Medical Office Information Technology	1	MOI 1020	Microsoft Word	Microsoft Word	27
Medical Office Information Technology	1	MOI 1030	Microsoft Excel	Microsoft Excel	27
Medical Office Information Technology	1	MOI 1040	Administrative Procedures	Administrative Procedures	60
Medical Office Information Technology	1	MOI 1050	Anatomy and Terminology	Anatomy and Terminology	60
Medical Office Information Technology	1	MOI 1060	Billing and Coding	Billing and Coding	120
Medical Office Information Technology	1	MOI 1070	Office Simulation I	Office Simulation I	57
Medical Office Information Technology	1	MOI 1080	Office Simulation II	Office Simulation II	63
Medical Office Information Technology	2	MOI 0002	Worker Characteristic	Worker Characteristic	6
Medical Office Information Technology	2	MOI 2010	Externship	Externship	194