



Medical Office Professional Career Pathway Certificate (24 Quarter Credits)

2018-2019

Program Prerequisites:

- Placement into MTH 20 Basic Math (4 credits) or test
- Placement into WR 115 Introduction to Expository Writing (4 credits) or test
- Placement into RD 115 Critical Reading (4 credits) or test

Course Number	Course Title	Prerequisites	Credits
Summer Term			
<input type="checkbox"/> MP 111	Medical Terminology	Place into RD 90 & WR 90	4
Fall Term			
<input type="checkbox"/> CAS 121	Beginning Keyboarding	Rec: Place into RD 90 & WR 90; CAS 103W	3
<input type="checkbox"/> CAS 133	Intro to Office Software	Rec: Place into RD 115, WR 115, CAS 121 or key by touch	4
<input type="checkbox"/> MA 117 ¹	Medical Office Administrative Procedures	Coreqs: MA 118	3
<input type="checkbox"/> MA 118 ¹	Medical Office Administrative Procedures Lab	Coreq: MA 117	2
<input type="checkbox"/> MP 140	Introduction to Health Law and Ethics	WR 115, RD 115, MTH 20 or test	3
Winter Term			
<input type="checkbox"/> BA 188	Customer Service Skills	WR 115, RD 115 or test	2
<input type="checkbox"/> CG 209	Job Search Skills	None	1
<input type="checkbox"/> MA 180 ¹	Coding and Reimbursement	MP 111	2
Total Quarter Credits			24
¹ Although the Medical Office Professional CPC is not a limited entry program, these specific courses are limited to students with a declared major of Administrative Assistant AAS or Medical Assisting Certificate.			

This form is intended for advising purposes only. See your declared catalog for a complete list of degree requirements.

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