



Medical Office Professional: Career Pathway Certificate (24 credits)

2016-17

Career Pathway Certificates are short-term educational goals geared towards specific areas in Computer Applications & Office Systems. These certificates will address the need for a logical pathway of success for students. Students will be able to earn the certificate and then continue on to our existing one-year and two-year programs in a seamless path. These certificates may also lead toward entry-level jobs. Entry requirements include: WR 115, RD 115 and MTH 20 or placement into WR 121, no reading required and MTH 60.

Courses Offered by Term	Required Courses	Course Title	Credits
<i>The Medical Office Professional Certificate will prepare individuals for professional office positions combining basic office skills with key medical administrative assistant/secretarial skills such as: managing an appointment schedule, organizing patients' medical records, bookkeeping procedures, and processing insurance claims. Medical Office Professional Career Pathway Certificate coursework prepares the student to secure entry-level employment in a health care office setting.</i>			
Fall	<input type="checkbox"/> CAS 121	Beginning Keyboarding	3
Fall	<input type="checkbox"/> MA 117*	Medical Office Administrative Procedures	3
Fall	<input type="checkbox"/> MA 118*	Medical Office Administrative Procedures Lab	2
Fall	<input type="checkbox"/> MA 180*	Coding and Reimbursement	2
Fall	<input type="checkbox"/> CAS 133	Introduction to Office Software	4
Winter	<input type="checkbox"/> MP 111	Medical Terminology	4
Winter	<input type="checkbox"/> MP 140	Introduction to Health Law and Ethics	3
Winter	<input type="checkbox"/> BA 188	Customer Service Skills	2
Winter	<input type="checkbox"/> CG 209	Job Search Skills	1

*Although the Medical Office Professional Certificate is not a limited entry program, these specific courses are limited to students with a declared major of AAS Administrative Assistant 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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