



MEDICAL OFFICE PROFESSIONAL CAREER PATHWAY CERTIFICATE

(24 Quarter Credits)

2020-2021



Program Prerequisites:

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

The Medical Office Professional CPC includes course work in medical terminology, computer technology, medical office administrative procedures and health, law, and ethics. This career pathway certificate provides a medical office track to the Administrative Assistant AAS degree, and all certificate coursework may be applied to the attainment of that degree, either fulfilling degree requirements or electives. In addition, 14 of the 24 credits fulfill prerequisite or certificate requirements for the Medical Assisting Certificate (47 credits). This career pathway certificate may lead to the pursuit of several different educational paths, including health care administration, health informatics, health information management, and health care leadership and management.

Course Number	Course Title	Prerequisites	Credits
Fall Term			15
<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: RD 115, WR 115, CAS 121 or key by touch	4
<input type="checkbox"/> MA 117 ¹	Medical Office Administrative Procedures	WR 115, RD 115, & MTH 20 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	3
Winter Term			9
<input type="checkbox"/> BA 188	Customer Service Skills	WR 115 & RD 115	2
<input type="checkbox"/> CG 209	Job Search Skills	None	1
<input type="checkbox"/> MA 180 ¹	Coding and Reimbursement	Pre/co: MP 111	2
<input type="checkbox"/> MP 111	Medical Terminology	Place into RD 90 & WR 90	4
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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