



# Medical Office Professional Career Pathway Certificate

(24 Quarter Credits)

2022-2023

**Program Prerequisites:**

- Placement into MTH 65 Beginning Algebra I (4 credits) or MTH 98 Quantitative Math (4 credits) or equivalent placement
- WR 115 Introduction to Expository Writing (4 credits) or IRW 115 Critical Reading and Writing (5 credits) or equivalent placement

**Coursework:**

Course Number	Course Title	Prereqs	Credits
<b>Fall Term</b>			15
CAS 121	Beginning Keyboarding	Rec: place into IRW or WR 115; CAS 103	3
BA 131 or CAS 133	Introduction to Business Technology or Intro to Office Software	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98. CAS 121 or keybrding by touch	4
MA 117*	Medical Office Administrative Procedures	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98 Coreq: MA 118	3
MA 118*	Medical Office Administrative Procedures Lab	Coreq: MA 117	2
MP 140	Introduction to Health Law and Ethics	WR 115 or IRW 115 or place, place into MTH 65 or MTH 98	3
<b>Winter Term</b>			9
BA 188	Customer Service Skills	WR 115 or IRW 115 or place	2
CG 209	Job Search Skills	None	1
MA 180*	Coding and Reimbursement	Pre/co: MP 111	2
MP 111	Medical Terminology	Place into IRW 115 or WR 115	4
<b>Total Quarter Credits</b>			24

\* 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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