

Certificate Map

Certificate in Medical Office Assistant - Catalog Year 2025-26

The number of credits you take each year will determine when you graduate. To graduate on time, you are strongly encouraged to enroll in at least 30 credits toward your certificate during the calendar year, including fall and spring semesters and winter and summer sessions. This certificate map is designed for students who place into **ENGL-101**. An additional certificate map is available for students who must complete developmental English. Please see the certificate website or your advisor for more information.

Courses in **Bold Text** are prerequisites for later courses or only offered in the Fall or Spring semester and should be taken where indicated in the sequence.

Fall Semester #1

| Courses | Credits | Prerequisites and Corequisites ¹ |
|--|-----------|--|
| ENGL-101 English Composition I (Required Core 1A: English Composition) | 3 | Prerequisite: Complete developmental requirements in English |
| BI-111 Introduction to Human Biology | 3 | None |
| BI-150 Organization and Delivery of Health Care | 2 | None |
| BU-903 Medical Office Procedures | 3 | None |
| BU-916 Medical Coding and Billing I | 3 | None |
| Total credits for semester | 14 | |

Spring Semester #1

| Courses | Credits | Prerequisites and Corequisites ¹ |
|--|-----------|---|
| BI-260 Patient Care Coordination | 2 | Prerequisite: BI-150 |
| BI-340 Assisting in the Medical Office: Clinical Testing Procedures | 2 | Prerequisites: BI-111 |
| BI-341 Assisting in the Medical Office: Medical Assisting Procedures | 2 | Prerequisites: BI-111 |
| BU-917 Healthcare Information Management | 3 | None |
| BU-918 Medical Coding and Billing II | 3 | Prerequisite: BU-916 |
| Advised Electives (see advisor) | 4 | Check individual courses for prerequisites and corequisites |
| Total credits for semester | 16 | |
| Total Credits Required for the Certificate | 30 | |

Notes:

1. Prerequisites for a course must be passed before taking the course. Corequisites must be passed before taking the course or taken in the same term as the course.