

Certificate Pathway

Certificate in Medical Office Assistant - Catalog Year 2023-24

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 Pathway is designed for students who place into **developmental English and math**. An additional pathway is available for students who place into ENGL-101. 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 (ALP section) (Required Core 1A - English Composition)	3	Pre/corequisite: Must satisfy developmental requirement in English or be co-enrolled in BE-102
ENGL-99 Developing Competence in College Reading, Writing, & Study Skills	0 (4 eq.)	Corequisite: ENGL-101
BI-150 Organization and Delivery of Health Care	2	None
BI-111 Introduction to Human Biology	3	None
Free Electives	2	None
Total credits for semester	10 + 4 eq.	

Spring Semester #1

Courses	Credits	Prerequisites and Corequisites ¹
BU-907 Word Processing	3	None
BU-917 Healthcare Information Management	3	None
BI-260 Patient Care Coordination	2	Prerequisite: BI-150
BI-340 Assisting in the Medical Office: Clinical Testing Procedures	2	Prerequisites: BI-111 and BI-520
BI-341 Assisting in the Medical Office: Medical Assisting Procedures	2	Prerequisites: BI-111 and BI-520
Total credits for semester	12	

Fall Semester #2

Courses	Credits	Prerequisites and Corequisites¹
BU-812 Transcription and Dictation of Business Documents	2	None
BU-903 Medical Office Procedures	3	None
Advised Electives (see advisor)	3	Check individual courses for prerequisites and corequisites
Total credits for session	8	
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.