

Certificate Pathway

Certificate in Medical Office Assistant - Catalog Year 2021-22

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. Additional certificate pathways are 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-801 Typewriting/Keyboarding or Free Electives ²	2	Prerequisite for BU-801: None
BU-907 Word Processing	3	None
BU-917 Healthcare Information Management	3	None
Total credits for semester	16	

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 and BI-520
BI-341 Assisting in the Medical Office: Medical Assisting Procedures	2	Prerequisites: BI-111 and BI-520
BU-812 Transcription and Dictation of Business Documents	2	Prerequisite: BU-801 or the equivalent ²
BU-903 Medical Office Procedures	3	Prerequisite: BU-801 or the equivalent ²
Advised Electives (see advisor)	3	Check individual courses for prerequisites and corequisites
Total credits for semester	14	
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.
2. Students wishing to be excused from BU-801 or receive credit by exam should contact the Business Department.