

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. This Degree 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 degree 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 Corequisites¹ |
|---|-------------------|--|
| 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 |
| BU-801 Typewriting/Keyboarding or Free Electives ² | 2 | Prerequisite for BU-801: None |
| Total credits for semester | 10 + 4 eq. | |

Spring Semester #1

| Courses | Credits | Prerequisites and Corequisites¹ |
|--|----------------|---|
| 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 | 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 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.
2. Students wishing to be excused from BU-801 or receive credit by exam should contact the Business Department.