



CERT

**Office Technology
2020-2021**

**Front Office Medical Assistant
48 Credits**

Date of update: 5/14/2019

Program Coordinator/Advisor:

Toni Clough

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Program Prerequisites: See requirements needed for first term classes.

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
Term 1	BA 165	Customer Service	3	F,S,Su	None
	MED 111	Medical Terminology I	3	F,W,Su	None
	MED 220	Medical Office Procedures I	3	F	Prerequisite or Corequisite: MED111
	OA 115	Administrative Office Professional	3	F	None
	OA 116	Records Management	2	F	None
	OA 131	Ten-Key Calculator	1	F	None

Term 2	CIS 120	Intro to Computer Information Systems	4	F,W,S,Su	None
	MED 112	Medical Terminology II	3	W,S,Su	MED111*
	MED 221	Medical Office Procedures II	3	W	MED220*
	MED 230	Health Insurance Concepts	3	W	MED111*
	OA 124A	Keyboarding Skill Enhancement	3	W	None

Term 3	MED 060 or BA 180 or MTH 060	Math for Medical Assistant or Business Math I or Introduction to Algebra	3, 3, 4	S (MED060) F,W,S (BA180) F,W,S,Su (MTH060)	None; Prerequisite: MTH020* or placement test scores ; Prerequisite: MTH020* placement by approved measure, or instructor approval
	PSY 101 or SP 105 or SP 218 or SP 219	Psychology of Human Relations or Listening or Interpersonal Communication or Small Group Discussion	3	F,W,S,Su (PSY101) W,S,Su (SP105) W,S (SP218) W,S (SP219)	None; Recommended Prerequisites: WR095* or placement scores of 70 or above in writing AND RD090* or placement scores of 85 or higher in reading; Prerequisites: WR095* or placement by approved measure AND RD090* or placement by approved measure; Prerequisites: WR095* or placement by approved measure AND RD090* or placement by approved measure
	SDP109	Elements of Supervision	3	F,S	None
	CWE 161	CWE Seminar I	1	F,S,Su	None
	MED 140	Electronic Health Records	3	S	CIS120 and MED220
	WR 115	Introduction to Expository Writing	4	F,W,S,Su	Prerequisite: WR095* or placement by approved measure AND RD090* or better or placement by approved measure and basic word processing skills

Advising Notes	Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses. Please see an advisor for a degree planning worksheet for this program.
	*a grade of C or better

Required/ Recommended Equipment and Software	
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