Program Completion Guide

## MEDICAL OFFICE ADMINISTRATION

Diploma D25310 (41 CREDITS)

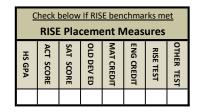


## Program Description

The Medical Office Administration curriculum prepares individuals for positions in medical and other health-related offices. It equips graduates with administrative and support skills applicable in any medical environment.

Name:	
Student ID:	
ICC Gmail:	
Advisor:	





lf	If RISE benchmarks not met, mark courses needed										
Transition Level   Co-requisite Courses (As Needed)											
ENG 002	MAT 003		ENG 011		MAT 010	OR	MAT 043	OR	MAT 052	OR	MAT 071

Fall I				٧	Vhen c	offere	ed		
Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall		C	emester/Year Course Taken	Grade
ACA 122	College Transfer Success	None		1	$\sim$	$\sim$			
CIS 110	Introduction to Computers	RISE Rules Apply^		3	~				
ENG 111	Writing & Inquiry	RISE Rules Apply^		3					
MED 121	Medical Terminology I	RISE Rules Apply^		3	/				
OST 131	Keyboarding	None		2	/				
			Semester Totals:	12				GPA:	

Spring I					Whe	n offer	ed		
Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	2	nester/Year urse Taken	Grade
Choose: Math	MAT 110 (Measurement) <b>OR</b> MAT 143 (Quantitative Literacy)	RISE Rules Apply^	Transfer Students: Pick MAT 143	3	<		/		
MED 122	Medical Terminology II	Take MED 121 first		3					
MED 130	Admin Office Procedures I	None		2					
OST 136	Word Processing	None		3					
Choose: Elective	Pick from the Electives List on the bottom of the page			3	<				
			Semester Totals:	14				GPA:	

Fall II

Fall II					wne	n offe	red		
Course Prefix	Course Title	Requisites	Course Notes	Credits	Fall	Spring	Summer	Semester/Year Course Taken	Grade
BUS 110	Introduction to Business	None		3	<	>	<		
OST 148	Medical Insurance & Billing	None		3	<				
OST 149	Medical Legal Issues	None		3	<				
OST 164	Office Editing	None		3	<				
Choose: Psychology	PSY 118 (Interpersonal) <b>OR</b> PSY 150 (General Psychology)	RISE Rules Apply^	Transfer Students: Pick PSY 150	3	<	>			
			Semester Totals:	15				GPA:	
			Program Totals:	41				overall GPA:	

Core Electives - Choose one of the following for the Core Electives Requirement:									
CTS 130	Spreadsheet*	OST 233	Office Publications Design	OST 184	Records Management				
DBA 110	Database Concepts*	OST 243	Medical Office Simulation						

^RISE rules require developmental English credit be earned. Before you can take these courses, you must earn credit for DRE 098, ENG 095, ENG 011, or ENG 002 with a grade of P1.

\*These courses could lead to additional credentials if all other requirements are satisfied.