



MEDICAL OFFICE ADMINISTRATION

Data Specialist Certificate
C25310E (17 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:	
HCC Gmail:	
Advisor:	

Check below if RISE benchmarks met

RISE Placement Measures							
HS GPA	ACT SCORE	SAT SCORE	OLD DEVED	MAT CREDIT	ENG CREDIT	RISE TEST	OTHER TEST

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

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered			Semester/Year Course Taken	Grade
					Fall	Spring	Summer		
CIS 110	Introduction to Computers	<i>RISE Rules Apply^</i>		3	✓	✓	✓		
MED 121	Medical Terminology I	<i>RISE Rules Apply^</i>		3	✓				
OST 148	Medical Insurance & Billing	<i>None</i>		3	✓				
Semester Totals:				9					GPA:

Spring I

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered			Semester/Year Course Taken	Grade
					Fall	Spring	Summer		
DBA 110	Database Concepts	<i>Take CIS 110 first</i>		3	✓	✓			
MED 122	Medical Terminology II	<i>Take MED 121 first</i>		3		✓			
MED 130	Admin Office Procedures I	<i>None</i>		2		✓			
Semester Totals:				8					GPA:
Program Totals:				17					overall GPA:

^RISE rules require that developmental English credit is awarded before taking certain courses. Developmental credit is earned for DRE 098, ENG 095, ENG 011, or ENG 002 with a grade of P1.