



MEDICAL OFFICE ADMINISTRATION

Front Office Specialist Certificate

C25310D (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 DEV/ED	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	✓	✓	✓		
OST 148	Medical Insurance & Billing	<i>None</i>		3	✓				
MED 121	Medical Terminology I	<i>RISE Rules Apply^</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		
CTS 130	Spreadsheet	<i>None</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.