

# MEDICAL OFFICE ADMINISTRATION, ASSOCIATE IN SCIENCE

The model sequence of coursework below is one pathway for students to complete the program. The information below is not an official educational plan. An MPC Counselor can assist you with creating a personalized education plan based on your academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling and up-to-date program requirements.

## Suggested 2-Year Course Sequence

### Year 1

Fall		Units
ENGL 1A or ENGL 1AE	College Composition or College Composition: Enhanced	3
LIBR 50	Introduction to Library and Research Skills	1
MPC GE Area A2 (MATH 16 Recommended)		4
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	3
MEDA 100	Introduction to Health Careers	1
MEDA 105	Medical Terminology	4
<b>Units</b>		<b>16</b>
Spring		
ANAT 5	Human Biology	4
MEDA 101	Ethics, Law and IT Security in the Medical Office	3
MEDA 110	Medical Office Management	3
MEDA 114	Medical Insurance Management	2
MEDA 117	ICD 10 Coding	3
<b>Units</b>		<b>15</b>

### Year 2

Fall		
BUSI 120A	Basic Accounting	4
MEDA 112	Medical Office Computer Applications	2
MEDA 113	Medical Procedure Coding	3
MEDA 116	Medical Linguistics and Transcription	2
MEDA 118	Pharmacology and Human Diseases	3
<b>Units</b>		<b>14</b>
Spring		
MPC GE Area C		3
MPC GE Area D (PSYC 50 Recommended)		3
MPC GE Area E		3
MPC GE Area F		3
Electives (BUSI 120B Recommended)		3
<b>Units</b>		<b>15</b>
<b>Total Units</b>		<b>60</b>