

MEDICAL OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

This program prepares students for administrative careers in a broad variety of health care settings.

Learning Outcomes

Upon successful completion of the program, students will be able to:

- Perform within the ethical and legal parameters of an administrative medical office professional.
- Locate, use and refer to credible professional and technical resources as needed in day-to-day office business.
- Apply observation, adaptability, critical thinking and problem-solving techniques to continuously assess and improve patient interactions, administrative operations and staff relations in the medical office.
- Succinctly and accurately communicate and follow through with patients and members of the healthcare team using various modalities, including up-to-date computer technology.
- Implement efficient time-management techniques to ensure smooth patient flow in a medical office.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
ANAT 5	Human Biology	4
BUSI 120A	Basic Accounting	4
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	3
MEDA 100	Introduction to Health Careers	1
MEDA 101	Ethics, Law and IT Security in the Medical Office	3
MEDA 105	Medical Terminology	4
MEDA 110	Medical Office Management	3
MEDA 112	Medical Office Computer Applications	2
MEDA 113	Medical Procedure Coding	3
MEDA 114	Medical Insurance Management	2
MEDA 116	Medical Linguistics and Transcription	2
MEDA 117	ICD 10 Coding	3
MEDA 118	Pharmacology and Human Diseases	3
Current valid healthcare provider CPR certificate (American Heart Association only)		0
Select one course from the following:		3-5
ENGL 1A	College Composition or ENGL 1AE College Composition: Enhanced	
ENGL 111	Academic Reading and Writing	
ENSL 11	Advanced Reading and Writing	
Total Units		40-42

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including

Reading and Writing, Mathematics, Information Competency, and General Education requirements.

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 Course Sequence

Year 1		
Fall		Units
Select one of the following:		3-5
ENGL 1A or ENGL 111 or ENSL 11	College Composition or Academic Reading and Writing or Advanced Reading and Writing	
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
Units		11-13
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
Units		15
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
Current valid healthcare provider CPR certificate (American Heart Association only)		0
Units		14
Total Units		40-42

MPC "Ready to Work" Career Education programs offer students the opportunity to gain knowledge and skills needed for employment and job advancement.

All students should consult with a Counselor to discuss career pathways, for support with career exploration and planning, and to create a personalized education plan to help them meet their academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling services provided by MPC and to connect with a Counselor.

Additional resources are available through MPC's Career & Transfer Resource Center (CTRC). The CTRC offers career resources, workshops, guidance and referrals. Visit the CTRC for support finding online career

information and other resources to explore majors, occupations, and employment information.