

MEDICAL OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

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