

Name: \_\_\_\_\_ SID #: \_\_\_\_\_

**MAJOR: MEDICAL OFFICE ADMINISTRATION**  
 (Certificate of Achievement • Associate in Science)

CERTIFICATE REQUIREMENTS	Units	Other Colleges	Fa/Sp/Su and Year	Grade Earned
<b>REQUIRED CORE:</b>	<b>37</b>			
ANAT 5 <sup>1</sup> Human Biology (4)				
BUSI 120A Basic Accounting (4)				
CSIS 50 MS Office Applications (2)				
& CSIS 50L MS Office Applications Lab (1)				
MEDA 100 Introduction to Health Careers (1)				
MEDA 101 Ethics/Law/IT Security in the Med. Ofc (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 & Transcription (2)				
MEDA 117 ICD 10 Coding (3)				
MEDA 118 Pharmacology & Human Diseases (3)				
Current valid healthcare provider CPR certificate (American Heart Association only) <input type="checkbox"/>				
<b>Select one course from the following (required for Certificate only):</b>	<b>3-5</b>			
ENGL 1A <sup>2</sup> College Composition (3)				
or ENGL 1AE <sup>2</sup> College Composition: Enhanced (5)				
ENGL 111 Academic Reading & Writing (4)				
ENSL 11 Advanced Reading & Writing (5)				
<b>TOTAL CERTIFICATE UNITS</b>	<b>40-42</b>			

<sup>1</sup> Department faculty approves the substitution of ANAT 1 for ANAT 5.

<sup>2</sup> Either is required for the associate degree.

ASSOCIATE DEGREE MAJOR REQUIREMENTS	Units	
Certificate Requirements (Required Core section only)	37	
Current valid healthcare provider CPR certificate (American Heart Association only) <input type="checkbox"/>		
<b>TOTAL MAJOR UNITS</b>	<b>37</b>	
<i>Recommended electives:</i>		
BUSI 120B QuickBooks Online Acctg Sftwr (3)		
PSYC 50 Health Psychology (3)		

GRADUATION REQUIREMENTS	IP	C
Reading/Writing Competency:		
Math Competency:		
Information Competency:		
<u>Ethnic Studies Competency:</u>		
12 Units in Residence (at least 6 units in the major)		
General Education Pattern: MPC GE <input type="checkbox"/> CSU GE <input type="checkbox"/> IGETC <input type="checkbox"/>	GE Catalog Year:	
Completion of Major (Grade of "C" or better in each course)	Major Catalog Year:	
60 Degree-Applicable Units		
GPA 2.0 or higher		

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_