



Certificate
Medical Office Professional

This program will provide you with course work necessary to find employment as a secretary in medical offices.

GENERAL EDUCATION REQUIREMENTS (6 crs)

**COMPLETED Planned Timeline
(By Semester)**

Communications (3 crs)

ENG 109 Basic English II (3)
Pre-requisite: ENG 108 or adequate score on the Course Placement Evaluation

Mathematics (3 crs)

BA 117 Business Math (3)

PROGRAM REQUIREMENTS (31 crs)

BA 115 Introduction to MS Exel (1)
BA 116 Introduction to MS Powerpoint (1)
BA 200 Business Computer Applications (3)
BA 242 Business Information Systems (3)
BA 250 Business Communications (3)

Pre-requisite: ENG 111

OA 101 Business Editing Skills (3)
OA 103 Principles of Keyboarding (3)
OA 113 Notehand (3)
OA 115 Files Management (3)
OA 117 Time Management (3)
OA 132 Medical Transcription (3)
OA 139 Introduction to MS Word (1)
OA 155 Introduction to MS Access (1)

TOTAL CREDIT HOURS 37

Educational Planning Form (Semester)

Name _____ Date _____
Major _____ Student ID _____

Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units

Advisor's Signature _____

Student Signature _____