

Medical Assisting-Administrative Certificate

Recommended Preparation: MATH 35 or equivalent, ENG 71 or equivalent, RDG 158 or equivalent,
BUS 70 or equivalent

Semester One		
Course	Description	Units
MEDOP 20	Health Care Essentials	3
MEDOP 121	Electronic Health Records	2
MEDOP 230	Medical Terminology	3
COMM 174	Interpersonal Communication	3
	total	11

Semester Two		
Course	Description	Units
MEDOP 133	Human Structures and Functions	3
MEDOP 231	Administrative Medical Assisting Procedures	4
MEDOP 236	Pharmacology for Health Care Professionals	3
	total	10

Semester Three		
Course	Description	Units
MEDOP 21	Current Procedural Terminology (CPT) Coding	3
MEDOP 44	Medical Insurance Billing	3
MEDOP 135	Pathophysiology	3
	total	9

Final Semester		
Course	Course	Course
MEDOP 30	Medical Assisting-Administrative Practicum	3
	total	3