

2025 - 2026

Medical Office Administration Certificate of Achievement

Complete the following program of study (Major #C.4502.CA). Major requirements (24 units minimum).

The Certificate of Achievement in Medical Office Administration program is designed to prepare the individual with front office skills for a physician's office, hospital, clinic, laboratory, pharmaceutical company, or health insurance company. Medical Office Administrators manage patients' medical records, file insurance forms, schedule appointments and arrange clinical procedures. They may be in charge of billing and bookkeeping, and keeping track of office inventory, ordering medical and office supplies as needed.

Name: _____ Student ID: _____ Date: _____

Course Overview and Selection

Required Core Courses:

Course	Course Description	Units	Completed	In Progress	Planned
BIOL 5	Human Biology	4			
COMM 10	Intercultural Communication	3			
HCA 5	Introduction to Health Care and Careers	3			
HCA 103	Medical Office Administration	4			
HCA 104	Medical Billing Procedures	4			
IS 15	Computer Concepts	3			
OT 10	Medical Terminology	3			
OT 17	Job Retention and Responsibilities	1			

Notes:

Total Units 25

All courses require a "C" (2.0) or higher.

Program Learning Outcomes:

1. Students will be able to demonstrate skills to work at a front office at a health care facility.

Comments:

Faculty Advisor: Dolin