College Pathway: Medical Office Administration Pathway

This curriculum prepares individuals for employment in medical and other health-care related offices. Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Admission & Enrollment Requirements
Medical Office Administration Pathway

To be eligible for enrollment in this program, you must meet the following criteria:

1. Be a high school junior or senior;
2. Have a weighted GPA of 3.0 on high school courses or your principal’s approval;
3. Meet the following Placement Testing Requirements:
   - Minimum score of 151 on English.
   - 7 on DMA 010 through 040.

PSAT/PLAN/ACT/SAT/Accuplacer scores may also be used.

Interested?
If you meet these qualifications, submit your completed application along with the latest version of your high school transcripts to CFCC. For more information, please see your school counselor and visit our website: www.cfcc.edu/ccp.

Course Requirements
Medical Office Administration Pathway

This information is provided for informational purposes only. The individual courses are subject to change.

Required Courses: Credit Hrs

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs</th>
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<tbody>
<tr>
<td>MED 121 Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MED 122 Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OST 149 Medical Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>BIO 163 Basic Anatomy and Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours…………………………16

Class Locations
All courses are offered at CFCC or online.

To find a specific course offering, search for classes online by selecting the “Search for Classes” option on the CFCC website: www.cfcc.edu.

Registration Process
Accepted students may register for classes during New Student Orientation or through Web Advisor.