

Medical Office Administration Certificate (C25310C2) | 18 Total Credits

Medical office environments are continually changing, creating a demand for highly skilled administrative assistants that can ensure office operations run smoothly and effectively. To see how this connects with the full degree, view the course sequence [here](#).

Prefix/Course	Credits	Pre-Req	Semester Offered	Transfer
OST 130 – Comprehensive Keyboarding	3	None		
OST 141 – Medical Office Terms I	3	None		
OST 149 – Medical Legal Issues	3	None		
OST 148 – Med. Insurance and Billing	3	None		
OST 171 – Intro to Virtual Office	3	None		
OST 280 – Electronic Health Records	3	None		

Total Pathway Credit hours: 18

Eligibility Requirements

To be eligible for enrollment, a high school student must meet the following criteria:

- Be a high school junior or senior
- Have an unweighted GPA of 2.8 or greater or Benchmark test scores or have the recommendation of the high school principal or his/her designee

Learn more [HERE](#).

Updated 6/25