



Program of Study: Medical Office Administration

Associate of Arts/ Science Degree	M E T	I P	N E E D
2. AMERICAN INSTITUTIONS/STATE & LOCAL GOVERNMENT : (3 units)			
Political Science 101**, 105 and 106; Social Science 132. <small>(**Students who completed POL S 101 before Spring 2014 must also complete POL S 106).</small>			
3. U.S. HISTORY: (3units)			
Economics 111, History 116; History 110, 111(CD), 117, 118; Social Science 131			
4. MATHEMATICS			
Mathematics 101, 120, 131 or 220AB (2 units)			
5. HEALTH (3 units)			
Health 104, 106; Psychology 111(CD)* or equivalent will satisfy this requirement.			
6. PHYSICAL EDUCATION (2 units)			
physical education activity classes and/or dance activity classes			
7. FIRST AID (1 units)			
Health 101, 102; Emergency Medical Technology 140			
8. CULTURAL DIVERSITY (3 units)			
Courses that satisfy this requirement have been marked by (CD) and appear throughout the graduation requirements. The requirement may be satisfied by completing any one of the graduation requirements with a course marked (CD) or by completing Child Development 156.			
9. General Education: 18 units; 1 course from each areas			
A. Natural Science (3 units)			
B. Social Sciences (3 units)			
C. Humanities:			
1. Interdisciplinary Humanities (3 units)			
2. Arts, Foreign Language, Literature, & Philosophy (3 units)			
D. Lang & Reality:			
1.English Composition (3 units)			
2.Communication & Analytical Thinking (3 units)			
TOTAL UNITS 35- 37			

***Students who complete POL S 101 prior to spring 2014 must also complete POL S 106

Online Resources



www.salarysurfer.cccco.edu



www.CaCareerZone.org



1500 North Verdugo Road, Glendale, CA 91208

[Academic Counseling](#) (818) 240-1000 Ext. 5918 [Career Center](#) (818) 240-1000 Ext. 5407 or 5408 SEE A COUNSELOR TO PREPARE A STUDENT EDUCATIONAL PLAN

PREREQUISITE COURSES	CERTIFICATE (Requirements)	U N I T S	M E T	I P	N E E D	Transfer Credit
CABOT 103 or equivalent	CABOT 102: English for Business	4				
Eligibility for ESL 133 or ENGL 189	CABOT 103: Business Vocabulary Development	3				
	CABOT 104: Filing Methods & Systems	1				
	CABOT 110: Collegiate Business Math	3				
	CABOT 205*: Computer Keyboarding/ Typing I	3				CSU
	CABOT 208: Windows Basics	1				
	MOA 181: Medical Office Terminology	3				
	Or	Or				
	MOA 182: Medical Terminology	3				
	MOA 185: Medical Front Office Procedures	3				
Select 1 option from the following:						
CABOT 102 or equivalent	CABOT 105: Introduction to Office Correspondence	3				
Completion of 12 units with a 2.5 GPA or better and concurrent enrollment in 3 additional units	CABOT 050: Internship (CABOT)	2				
	MOA 183: Medical Billing and coding	4				
TOTAL UNITS REQUIRED		23-25 units				

*A minimum speed of 25 wpm is required for this certificate. ** Courses taken more than five years before the granting of any of these CABOT certificates must have the approval of the division chair for acceptance.

Student / Faculty Notes:

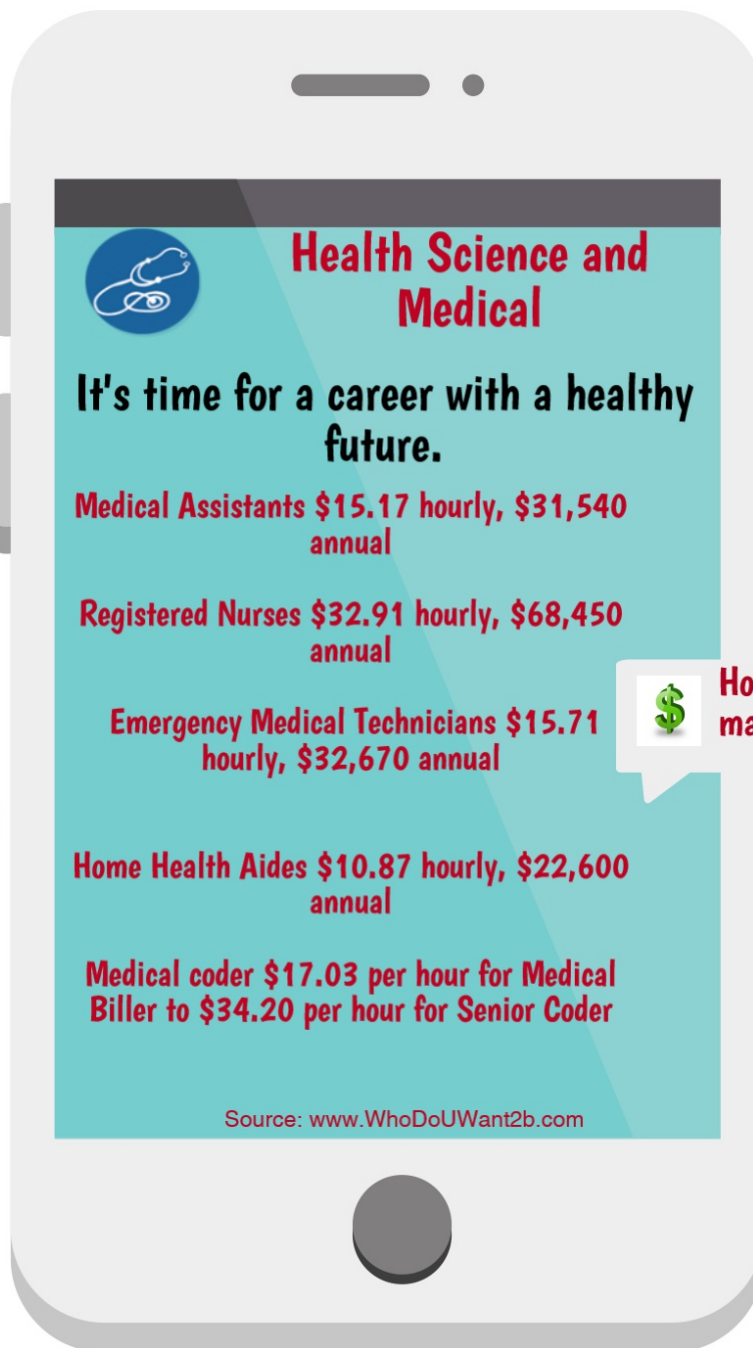


Health Science and Medical

The demand for health care professionals is strong...and getting stronger every day. If you're the kind of person who enjoys caring for other people, now is the perfect time to check out the Health Science and Medical Technology career pathway.

This pathway can lead you to many different specialties, including Nursing, Biotechnology Research and Development, Diagnostic Services, Health Informatics (using cutting-edge technology to store and retrieve medical data), Support Services, and Physical Therapy.

No matter which branch you take, you'll get the academic and technical education you need for a wide range of medical careers, from entry-level to managerial. You'll also get the satisfaction that comes from helping other people, and you'll be a part of one of the most in-demand fields around. Health Science and Medical Technology is a great pathway to choose!



How much can you make? ● ● ●

Technical Level Careers

(with AA or AS degree or certificate)

- Account Specialist
- Cost Estimator
- Tax Preparer
- Associate Accountant
- Administrative Assistant
- Office Manager
- Loan Specialist
- Credit Analyst
- Claims Examiner
- Treasurer
- Insurance Claims Agent

Professional Level Careers

(with BS or BA degree)

- Surgeons
- Speech-Language Pathologists
- Registered Nurses (4 yr)
- Pharmacists
- Physicians
- Orthodontists
- Nurse Practitioner
- Anesthesiologists
- Dietitians and Nutritionists
- Health Services Administrator
- Medical/Public Health Social Workers

O*NET ONLINE

www.Online.OneToOnline.org

Has detailed descriptions of the world of work for use by job seekers, students, researchers, and more! Click on "find occupation".