

Name: _____

Date Entered TCC: _____

SIS Empl ID: _____

Counselor: _____

Medical Office Administration (093) Career Studies: Medical Office Administration

SEMESTER 1 Fall

Prerequisite	Course No.	Course Title	Credits	When Taken	Grade
Admission to Program	MDA 101	Medical Assistant Science I	4	_____	()
Admission to Program	MDA 203	Medical Office Procedures	3	_____	()
Admission to Program	MDA 207	Medical Law and Ethics	2	_____	()
Semester Total			9		

SEMESTER 2 Spring

Prerequisite	Course No.	Course Title	Credits	When Taken	Grade
Admission to Program	MDA 208	Medical Office Coding	2	_____	()
Admission to Program	MDA 209	Medical Office Insurance	2	_____	()
Admission to Program	MDA 190	Coordinated Internship in Medical Assisting	2	_____	()
Semester Total			6		

SEMESTER 3 Summer

Prerequisite	Course No.	Course Title	Credits	When Taken	Grade
Admission to Program	MDA 210	Medical Office Software Applications	1	_____	()
Semester Total			1		
Total Minimum Credits			16		

NOTES: (Prerequisites)

- English placement test (placement into ENG 111 is **required**).
- Typing speed 35 wpm.
- ITE 115* Introduction to Computer Applications and Concepts or equivalent computer experience.

*Course title change effective with the Fall 05 semester.