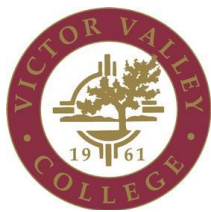


Medical Office Certificate



CATALOG 2021-22

GE Pattern: none
 Total Units: 34 Units
 Program Code: [MDOFF.CERT](#)

Potential Career Options

(click the link)

STUDENT SUCCESS TEAM SUPPORT

School Dean

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RAMPath Counselor

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Faculty Advisor

Brian Quarles

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this degree
GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list
Elec	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

Year 1, Fall

Total: 15.0

Category	Course	Title	GE Area	Unit
Req	ALDH 139	Medical Terminology		3.0
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3.0
Req	BET 123M	Machine Transcription-Medical		3.0
Req	BET 124	Records Management		3.0
Req	BET 142	Office Technologies & Procedures		3.0

Year 1, Winter

Total: 3.0

Category	Course	Title	GE Area	Unit
Req	ALDH 81	Medical Insurance		3.0

Year 1, Spring

Total: 13.0

Category	Course	Title	GE Area	Unit
Req	ALDH 80	Pharmacology		3.0
Req	ALDH 82	Medical Office Procedures		4.0
Req	BET 68	Proofreading		3.0
Req	BET 136	Career Applications for Word Processing		3.0

Year 1, Summer

Total: 3.0

Category	Course	Title	GE Area	Unit
RE	BET 112	Spreadsheet: Excel for Windows A/B/C		3.0

Not Quite Ready? Please see a counselor to create an education plan that is customized to meet your needs.