

# Medical Office Specialist (Certificate)

## CERTIFICATE PROGRAM MAP

wcc.yccd.edu/gnbus

- ✓ Earn a Certificate of Achievement that can lead directly to employment or continued studies toward an associate degree



## Recommended Course Sequence

The program map below is a sequence of courses you can follow to efficiently complete your degree requirements. This map does not replace your Student Education Plan, so be sure to talk with a WCC counselor to pick the right courses for your academic goals.



### SEMESTER 1 — YOUR FIRST FALL SEMESTER

MAJOR REQUIREMENT 3.0 UNITS

**BCA15** Business Computer Applications - Beginning

MAJOR REQUIREMENT 3.0 UNITS

**GNBUS58** Principles of Customer Service

MAJOR REQUIREMENT

3.0 UNITS

**GNBUS64** Medical Terminology for Office Specialist

### SEMESTER 2

MAJOR REQUIREMENT 3.0 UNITS

**GNBUS21** Business Communications

MAJOR REQUIREMENT 3.0 UNITS

**GNBUS65** Medical Office Procedures

MAJOR REQUIREMENT

3.0 UNITS

**CWEE45** Occupational Work Experience

### SEMESTER 3

MAJOR REQUIREMENT 3.0 UNITS

**GNBUS66** Medical Coding

This program belongs to the Business, Hospitality and Entrepreneurship Interest Area

Interest Areas at WCC bring together support services and staff around groupings of related majors.

Explore majors and support services in this area:

» [wcc.yccd.edu/areas](http://wcc.yccd.edu/areas)

Meet with a counselor to create your education plan:

» [wcc.yccd.edu/counseling](http://wcc.yccd.edu/counseling)



### Prepare for careers

- Medical Administrative Assistant
- Medical Office Records
- Medical Receptionist
- Medical Biller

Get help finding jobs and planning your career:

» [wcc.yccd.edu/career-center](http://wcc.yccd.edu/career-center)