



**MEDICAL OFFICE ASSISTANT
CERTIFICATE CHECKLIST
2010 Catalog**

NAME: _____ STUDENT ID#: _____

For Office Use Only

First Check: _____ Second Check: _____

Lacking: _____ Lacking: _____

GPA: _____ GPA: _____

Hours: _____ Hours: _____

| | | YES | NO |
|--------------------------------------|-----------|--------------------------|--------------------------|
| BIOL 1010 (General Biology) | 4 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| HOEC 1140 (Nutrition) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| BIOL 2010 (Anatomy & Physiology I) | 4 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| BIOL 2015 (Anatomy & Physiology II) | 4 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| PSYC 1000 (General Psychology) | 4 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| BOTK 1650 (Keyboarding II) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| BOTK 2750 (Records Management) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| HLTK 1200 (Medical Terminology) | 2 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| MOA 1500 (Medical Office Procedures) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| NRST 1510 (Nurse Assistant) | 4 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| CMAP 1905 (Integrated Applications) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |
| ENGL 1010 (English Composition I) | 3 Credits | <input type="checkbox"/> | <input type="checkbox"/> |

TOTAL CREDIT HOURS NEEDED: 40

Advisor's Signature Date

Student's Signature Date