



Medical Office Administrative Assistant Credential

Student's Name:

Advisor's Name:

All incoming students who have not previously completed a college writing course are assessed to determine writing and reading placement. The result of that assessment may be the requirement of additional pre-requisite or co-requisite coursework, which may include one or more of the following:

- ENGL098 – Accelerated Writing Skills for ENGL100
- ENGL100 – Academic Writing I
- RDNG116 – College Reading and Study Skills

Course Requirement	Course Title	Min. Credits	Min. Grade	Grade Earned T - Transfer	Completed
CAPS 111	Introduction to Word Processing	1			<input type="checkbox"/>
CAPS 121	Introduction to Spreadsheets	1			<input type="checkbox"/>
CAPS 131	Introduction to Databases	1			<input type="checkbox"/>
HLTH 104	Medical Terminology	3			<input type="checkbox"/>
HLTH 113	Healthcare Office Assistant Fundamentals	3	C		<input type="checkbox"/>
HLTH 114	Healthcare Office Assistant Internship	2			<input type="checkbox"/>

Minimum Credits Required for Certificate of Completion: 11

Approved: May 19, 2022

Notes:

Required courses completed successfully

Waivers for any required course substitutions approved

Cumulative Tompkins-Cortland GPA 2.0 or higher

- *At least fifty percent (50%) of required courses must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning).*
- *A minimum number of unique courses/credits are not required to earn an additional, similar, micro-credential.*
- *In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.*
- *Course substitutions will be considered on a case-by-case basis using the existing Course Waiver process.*
- *Students who are pursuing a micro-credential but are not also matriculated at the college in pursuit of an associate degree or certificate are not eligible for federal or state financial aid.*