

Medical Office Administrative Assistant Certificate

DIVISION OF HEALTH SCIENCES

Fall Semester Start; Evenings

This program is designed to prepare the students for administrative assistant career opportunities in a variety of health care settings, including medical clinics, physician practices, hospital-based practices or units, or in health-related businesses. This is a hands-on training course in administrative procedures and computer usage specific to a medical facility or business. It is appropriate for entry-level job candidates, as well as for those wishing to make a career change.

ADMISSION REQUIREMENTS

High School diploma or equivalent, or Associate Degree or higher

PROGRAM FOOTNOTES

Humanities Electives: Art, Communication, English (EN 103 or higher), ESL 101 or higher (up to 6 credits), Film, Foreign Language, Humanities, Literature, Music, Oral Communication, Philosophy, Photography, Sign Language, Theater Arts

Social Science Electives: Anthropology, Economics, Geography, Government, History, Law, Psychology, Sociology

COURSE	COURSE TITLE	CREDITS
<i>Semester 1</i>		
HL 103	Medical Terminology	3
MO 101	Medical Office Procedures I	5
EN 101	English Composition I	3
	credits:	11
<i>Semester 2</i>		
MO 110	Medical Office Procedures II	5
MO 120	Medical Office Insurance and Billing	4
	Humanities Elective	3
	or	
	Social Science Elective	3
	credits:	12
	Total Credits:	23