

PROGRAM CURRICULUM

**Medical Office
Administrative Assistant
Certificate**

DIVISION OF HEALTH SCIENCES

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.

Upon successful completion, the Certificate in Medical Office Administrative Assistant is awarded.

PROGRAM FOOTNOTES

Humanities Electives: Art, Communications, Film, Foreign Language, Humanities, Literature, Music, Oral Communication, Philosophy, Photography, Sign Language, Theater Arts

Social Science Electives: Anthropology, Economics, Geography, Government, History, Law and Society (LA 230), Psychology, Sociology

A grade of C or higher is required in all Medical Office (MO, MR) courses.

COURSE	COURSE TITLE	CREDITS
<i>Semester 1</i>		
HL 103	Medical Terminology	3
MO 101	Medical Office Procedures I	5
WR 100*	College Writing	4
	credits:	12
<i>Semester 2</i>		
MO 110	Medical Office Procedures II	5
MO 120	Medical Insurance and Billing	4
	Humanities Elective	3
	or	
	Social Science Elective	3
	credits:	12
	Total Credits:	23/24

*Any English course (EN 101 or higher) 3-credit course may be substituted for this requirement.