

Certificate

MEDICAL ADMINISTRATIVE ASSISTANT

This certificate program provides training in medical office skills with a special emphasis on medical applications. Graduates gain an understanding of medical office processes and terminology, in addition to keyboarding, word processing, basic insurance coding, and billing.

CURRICULUM SEQUENCE

First Semester - Fall

	Course Title	Semester Credit Hours
AOT 105	Keyboarding	3
AOT 134	Office Communications	3
MAT 155	Contemporary Mathematics	3
AHS 102	Medical Terminology	3
	TOTAL	12

Second Semester - Spring

AOT 110	Document Formatting	3
AOT 180	Customer Service	3
AOT 234	Administration Office Communications	3
ENG 155	Communications I	3
HIM 103	Introduction to Health Info & Coding	3
	TOTAL	15

Third Semester - Summer

AOT 210	Document Production	3
AOT 220	Medical Office Administrative Procedures	4
AOT 270	SCWE in Admin Office Tech	3
	TOTAL	10
	TOTAL CREDIT HOURS	37

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