Medical Office Assistant Certificate

This certificate program prepares students for work in doctors' offices and hospital offices. The curriculum provides training for students in entry-level positions as well as for those who are upgrading existing skills.

Suggested/Sample Course Sequence

The sequence taken by the student may vary depending on prerequisites, course availability, and personal/ professional responsibilities.

(Major Code 5400; State CIP Code 51.0710)

- Gainful Employment - Medical Administrative and Office Assistant
- Business Office Technology

First Semester

BOT 103	Business English	3
BOT 105	Keyboarding and Formatting I	3
BOT 106	Intro to Business Computer Applications*	3
HC 130	Medical Terminology for Healthcare Professions	3
Total Hours		**12**

Second Semester

BOT 110	Skillbuilding I*	1
BOT 155	Word Processing Application I*	2
BOT 122	Medical Keyboarding*	1
BOT 125	Document Formatting*	1
BOT 130	Office Systems Concepts	3
BOT 141	Electronic Health Records*	3
BOT 170	Medical Coding and Billing*	3
Total Hours		**14**

Note: Students attempting to take BOT 155 and BOT 125 in the same semester should contact the department chair.

Total Program Hours: 26