

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

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|-------------|--|----|
| 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