

## **Certificate of Achievement: Medical Office Administrative Assistant**

The Medical Office Administrative Assistant Certificate program provides students with the fundamental skills to work in entry-level office administrative positions for health care facilities, doctors' offices and hospitals. This program involves an experiential learning approach to expose students to concepts, skills, and practical application of computer software programs used in the health care industry in the areas of front office reception, basic medical coding and billing, and transcription of dictated correspondence.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge and skills needed for employment as a medical office administrative assistant.

### Program Requirements:

Units Required: 17

		Units:
CAWT-116	Business Communications	3.0
CAWT-130	Medical Office Procedures	3.0
CAWT-131	Medical Transcription	2.0
CAWT-132	Medical Office Finances	3.0
CAWT-140	Survey of Microsoft Office Programs	3.0
HLHSCI-249	Medical Terminology	3.0