

Medical Office Administrative Assistant - Certificate of Achievement

+If you have completed coursework at another college and/or are starting in a semester other than a Fall term, please follow up with the Counseling Department to determine if this sequence is appropriate for your academic and career goals.

Program Description:

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 healthcare industry in the areas of front office reception, basic medical coding and billing, and transcription of dictated correspondence.

Program SLO:

Demonstrate proficiency in the core knowledge and skills needed for employment as a medical office administrative assistant.

Important Information: For students interested in earning an Associate's degree and/or transfer, please follow up with the Counseling Office for additional information @ <https://www.canyons.edu/counseling> or (661)362-3288/(661)362-3811.

Major courses are sequenced and **BOLDED** based on recommendations by the [Computer Applications & Web Technologies Department](#)

First Semester (3-6 units minimum) FA = Fall; WI = Winter; SP = Spring; SU = Summer

Course	Title	Units	Major Courses
CAWT 132	Medical Office Finances (FA)	3	Major
HLHSCI 249	Medical Terminology (FA, WI, SP, SU)	3	Major
**NC.CAWT 10A	Computing and Internet Fundamentals (FA, WI, SP, SU)	0	Highly Recommended Elective
**NC.CAWT 10B	Word Processing Basics (FA, WI, SP, SU)	0	Highly Recommended Elective
Term Total:		6	

****These courses are HIGHLY RECOMMENDED; they are essential courses for employment in the modern office workplace. NC.CAWT courses are free through the [School of Personal and Professional Learning](#), visit their website for more information.**

Interession I (7-9 units minimum)

Course	Title	Units	Major Courses
**CAWT 115	Business English (WI, SU)	3	Highly Recommended Elective
**NC.CAWT 10C	Spreadsheet Basics (FA, WI, SP, SU)	0	Highly Recommended Elective
**NC.CAWT 10D	Digital Communication for the Office (PowerPoint, Outlook, Acrobat) (FA, WI, SP, SU)	0	Highly Recommended Elective
Term Total:		0-3	

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Second Semester (10-15 units minimum)

Course	Title	Units	Major Courses
CAWT 131	Medical Transcription (SP)	2	Major
CAWT 140	Survey of Microsoft Office Programs (FA, WI, SP, SU)	3	Major
**CAWT 110	Keyboarding & Document Processing (SP)	3	Highly Recommended Elective
Term Total:		5-8	

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Interession II (16-23 units minimum)

Course	Title	Units	Major Courses
CAWT 130	Medical Office Procedures (SU, SP)	3	Major
CAWT 116	Business Communications (FA, WI, SU, SP)	3	Major
	<i>Term Total:</i>	6	

Total Units: 17+

Counseling Resources

Department Website: www.canyons.edu/cawt

School of Personal and Professional Learning: <https://www.canyons.edu/academics/schools/ppl/index.php>

Counseling Department: <https://www.canyons.edu/studentervices/counseling/index.php>

Petition for Certificate of Achievement: Petitions are due in the fall/spring/summer term you will complete the requirements and may be submitted before your last term or up until the final day of the term. The petition form must be reviewed with a counselor and may be found here:

https://www.canyons.edu/_resources/documents/studentervices/admissions/Petition_for_Associate_Degree_and_Certificate_of_Achievement.pdf

Career Resources

Computer Applications & Web Technologies Career Tree:

<https://www.canyons.edu/academics/computerapplications/careertree/index.php>

California Career Zone: <https://www.cacareerzone.org/>

O*Net Online: <https://www.onetonline.org/>

Bureau of Labor and Statistics: www.bls.gov