

PROGRAM OF STUDY

Medical Office Administrative Assistant Certificate of Specialization

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.

Student Learning Outcome:

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

Program Requirements:

		Units
CAWT 116	Business Communications	3 - 0
CAWT 130	Medical Office Procedures	3 - 0
CAWT 131	Medical Transcription - Brief	2 - 0
CAWT 132	Medical Office Finances	3 - 0
CAWT 140	Microsoft Office	3 - 0
HLHSCI 249	Medical Terminology	3 - 0

Total Units

17

PID 40