

## *Career Studies Certificate in Medical Office Administration*

**AREA:** Medical Office Administration

**DEGREE:** Career Studies Certificate

**PURPOSE:** To prepare individuals to gain skills in administrative aspects of healthcare such as patient registration or reception.

**OCCUPATIONAL OBJECTIVES:** Medical office specialist or medical office receptionist

**PROGRAM REQUIREMENTS:** This program prepares the student for entry-level administrative (clerical) positions within healthcare facilities. Employers may require satisfactory completion of criminal background search and drug screen. Upon satisfactory completion of the program, the graduate will be awarded a Career Studies Certificate in Medical Office Administration.

**CERTIFICATION:** There are various national certifications that a graduate may pursue, including the National Health Career Association's Certified Medical Administrative Assistant (CMAA),

**ADMISSION REQUIREMENTS:** Requirements for admissions to the Medical Office Administration

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
AST 101	Keyboarding I	3
HIM 111	Medical Terminology I	3
HIM 112	Medical Terminology II	3
SDV 101	Orientation to HIM	1
AST 271	Medical Office Procedures	3
HIM 130	Healthcare Information Systems	3
	<b>Total</b>	<b>16</b>