

Career Studies Certificate in Medical Office Administration
221-285-93

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: 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).

Program Requirements

Course #	Title	Credits
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
Total Credits		16