

AWARD: CAREER STUDIES CERTIFICATE
AREA: MEDICAL OFFICE ADMINISTRATION (221-285-93)

This program prepares students for entry-level administrative (clerical) positions within healthcare facilities. Employers may require satisfactory completion of criminal background check and drug screen.

CERTIFICATION: Students enrolled in the program may apply for the National Health Career Association’s Certified Medical Administrative Assistant (CMA) exam (at the student’s expense).

PROGRAM REQUIREMENTS: This program requires students to enter with the following requisite skills:

- Demonstrated minimum keyboarding skill of 40 wpm. AST 80 and/or AST 81 may be taken as developmental keyboarding skills classes.

CURRICULUM

Course No.	Title	Credit(s)
First Semester		
AST 141	Word Processing I	3
HIM 111	Medical Terminology I	3
SDV 101	Orientation to HIM or Health Professions	1
Second Semester		
HIM 112	Medical Terminology II	3
AST 243/271	Office Administration I OR Medical Office Procedures	3
HIM 130	Healthcare Information Systems	3
	PROGRAM TOTAL	16