

# Medical Office Assistant Youth Apprenticeship Courses

Course Number	Course Description	Credit Hours
AHS 104	Medical Vocabulary-Anatomy	3
AOT 110	Document Formatting	3
AOT 134	Office Communications	3
AOT 252	Medical Systems and Procedures	3
AOT 256	Office Management Skills	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
<b>Total Job-Related Education Hours</b>		<b>24</b>

*\*Courses and/or sequence may be subject to change as required by Department*

## EMPLOYMENT REQUIREMENTS

The on-the-job (OJT) portion of your youth apprenticeship requires a **TWO-YEAR COMMITMENT** to the participating employer.

This is directly related to becoming qualified to receive the national credential.