



Medical Office Assisting

This certificate program prepares students for front office work in a physician's office. Courses cover medical vocabulary, document production and office procedures.

*The Certificate in Applied Science in Medical Office Assisting may be applied toward an Associate's Degree.

Year 1 Fall Semester Classes

Course Prefix/Number	Course Title	College Credit Hours	Description
AHS 104	Medical Vocabulary/Anatomy	3	This course introduces students to fundamental principles of medical terminology and includes a survey of human anatomy and physiology.
AOT 212	Medical Document Production	3	This course covers medical terminology and the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

Year 1 Spring Semester Classes

Course Prefix/Number	Course Title	College Credit Hours	Description
CPT 179	Microcomputer Word Processing	3	This course introduces microcomputer word processing. Topics include creating, editing, formatting and printing documents using Microsoft Word.
AOT 134	Office Communications	3	This course develops proficiency in specialized applications of communications in the office environment.



Medical Office Assisting

Year 2 Fall Semester Classes

Course Prefix/Number	Course Title	College Credit Hours	Description
AOT 161	Records Management	3	This course emphasizes information management functions and various types of information systems, technology and procedures. Computer literacy in a Windows environment is essential.
AHS 105	Medical Ethics and Law	3	This course provides a study of ethical conduct and legal responsibility related to health care.
CPT 290	Microcomputer Multimedia Concepts and Applications	3	This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video, and various multimedia applications in the design, development and creation of multimedia presentations.

Year 2 Spring Semester Classes

Course Prefix/Number	Course Title	College Credit Hours	Description
MGT 110	Office Management Skills	3	This course is a study of various approaches to office organization and management, personnel selection and training, and economics in the modern office.
AOT 252	Medical Systems and Procedures	3	This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.
CPT 174	Microcomputer Spreadsheets	3	This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions and producing graphs using Microsoft Excel.