

CERTIFICATE IN MEDICAL OFFICE ASSISTANT•

Total Credits: 24

Requirements for Matriculants

CERTIFICATE REQUIREMENTS — 24 credits

Keyboarding for Business Communications (TEC 01400)	2 credits
Office Communications Skills (ADM 03700).....	3
Office Computer Applications I (TEC 02500).....	3
Office Computer Applications II (TEC 02600).....	3
Medical Terminology and Electronic Transcription (TEC 06100).....	4
Medical Office Computer Applications (TEC 06200)	3
Medical Coding (TEC 08200)	3
Field Experience (ADM 09229).....	4

•This program is within the Business Department.