

MEDICAL OFFICE ASSISTANT

Certificate: Medical Office Assistant (CB.MOA)

Credits Required for Graduation: 33

Overall Grade-point average of 2.00 on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. Related Courses: 6 credits		Credits
BUS 130	Business Communications	3
BUS 140	Business Mathematics	3
B. Major Courses: 27 credits		
AOT 110	Document Formatting	3
AOT 115	Medical Terminology	3
AOT 122	Medical Transcription I	3
AOT 134	Office Communications	3
AOT 161	Records Management	3
AOT 164	Medical Information Processing	3
AOT 165	Information Processing Software	3
AOT 252	Medical Systems and Procedures	3
AOT 267	Integrated Information Processing	3

WORD PROCESSING

Certificate: Word Processing (CB.WPR)

Credits Required for Graduation: 30

Overall Grade-point average of 2.00 on all college work presented to fulfill program requirements.

Complete course work in the following areas:

A. Related Courses: 6 credits		Credits
BUS 130	Business Communications	3
BUS 140	Business Mathematics	3
B. Major Courses: 24 credits		
AOT 110	Document Formatting	3
AOT 121	Transcription	3
AOT 134	Office Communications	3
AOT 141	Office Procedures I	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
AOT 250	Advanced Information Processing	3
AOT 267	Integrated Information Processing	3