

Medical Office Assistant Certificate

Degree Code: MRS-2102

Minimum GPA: 2.0

Minimum Hours: 32

Name: _____ ID: _____ Date: _____

This one-year curriculum is designed to provide the student with those skills necessary for entry-level employment in a medical or medical-related office.

	4	COM 111	Business Computer Systems
	3	ENG 111 or ENG 124	English Composition I or Technical Communication I
	3	HIT 100	Medical Terminology
	3	HIT 101	Intro to Health Info. Technology
	3	HIT 104	Advanced Medical Terminology
	3	HIT 105	Medical Transcription
	3	HIT 106	Principles of Insurance
	4	HIT 107	Medical Office Procedures
	2	HIT 109	Introduction to Coding
	1	HIT 111	Professionalism in the Medical Office
	3	IMS 121	Beginning Keyboarding

Possible Career Opportunities

Coder; Health Information Clerk; Health Information Specialist; Health Information Technician; Medical Records Analyst; Medical Records Clerk; Medical Record Coordinator; Medical Record Director

O*NET Links: www.onetonline.org

SOC Codes: [29-2071.00](#)

I have received a copy and agree to follow this degree audit:

Student: _____ Advisor: _____ Date _____