

# Medical Office Assistant Certificate

Degree Code: MRS-2102

Minimum GPA: 2.0

Minimum Hours: 35

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
1	HIT 192	Medical Office Assistant Internship
3	IMS 130	Current Technology for Office Support
1	INT 111	Career Development
1	SEM 111	College Success

## 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](http://www.onetonline.org)

SOC Codes: [29-2071.00](#)

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

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date \_\_\_\_\_