

Medical Office Assistant One-Year-Certificate

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.

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Intro to Health Info. Technology	3
HIT 105	Medical Transcription	3
HIT 109	Introduction to Coding	2
IMS 121	Beginning Keyboard	3
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
ENG 124 or ENG 111	Technical Comm. I or English Composition I	3
HIT 104	Advanced Medical Terminology	3
HIT 106	Principles of Insurance	3
HIT 107	Medical Office Procedures	4
HIT 111	Professionalism in the Medical Office	1
TOTAL HOURS		14

Career Clusters: Health Science Technology

Career Pathways: Health Information

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



Current In-District Rate Semester Credit Hour:

\$125.00 per Credit Hour \$ 15.00 Technology Fee/per Credit Hour Lab fees Vary

Semester One Fall – total cost – \$2,565.00

This includes a \$30.00 Lab fee for Business Computer Systems (COM 111)

This includes a \$15.00 Lab fee for Beginning Keyboard (IMS 121)

Semester Two Spring – total cost- \$1,960.00

**Some courses may be available for online instruction.
An additional \$30 per class fee will apply.*

Total Projected Program Cost - \$4,525.00

Books not included in projected program cost.

Contact Information:

Admissions

Email: admission@shawneec.edu

Phone: 618-634-3200



Shawnee
Community College