

Allied Health

Medical Office Assistant Certificate

Medical Office Assistant Certificate
25 credit hours
CIP 51.0716

Careers

Medical Office Assistant

Allied Health

Medical Office Assistant Certificate

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Program

(Recommended Sequence of Courses)

Semester I		Hrs
CIS170	Microsoft Office	3
MED120	Medical Terminology	3
NHA161	Medical Administration Aspects	4
NHA235	Long Term Care Medical Records	3
Total Hours		13
Semester II		Hrs
BUS261	Business Communications	3
NHA129	Medical Insurance Coding & Billing	3
NHA236	Legal Concepts	3
NHA239	Medical Office Accounting or	
BUS212	Managerial Accounting	3
Total Hours		12
<i>Certificate Total</i>		25

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