

Medical Office Assistant Certificate A

Required Courses: 25 Credit Hours

Course ID	Course Title	Credit Hours	Notes
BUS 261	Business Communications	3	Fall/Spring
CIS 170	Microsoft Office	3	Fall/Spring
MED 120	Medical Terminology	3	Fall/Spring/Summer
NHA 129	Medical Insurance Coding & Billing	3	Spring
NHA 161	Medical Administrative Aspects	4	Fall
NHA 235	Long Term Medical Records	3	Fall
NHA 236	Legal Concepts	3	Spring
NHA 239	Medical Office Accounting	3	Spring
	Total:	25	

Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
Microsoft Office	3	Business Communications	3
Medical Terminology	3	Med Insurance Coding/Billing	3
Medical Administrative Aspects	4	Legal Concepts	3
Long Term Medical Records	3	Medical Office Accounting	3
Total	13	Total	12