

# Administrative Assistant – Medical Office Administration

## Degree Type Certificate

Students gain an understanding of medical procedures, medical terminology, and a conceptual and practical understanding of a computerized office environment in a medical setting. Students progress from basic keyboarding and word processing to advanced information processing and office procedures.

Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

Learn more about the program and apply at [Medical Office Administration Certificate](#)

## Requirements

### Fall Semester

Item #	Title	Credits
BST101	Typing I	3
BST103	Medical Terminology	3
BUS102	Business Communication	3
BST110	Computer Applications	3
PSY101	General Psychology	3

### Spring Semester

Item #	Title	Credits
BST220	Advanced Word Processing Application	3
ACC100	Survey of Accounting	3
	BST250 (GIT150) or BST207 (BIT207)	3
BST203	Medical Office Procedures	3

[BST101](#): If waived, must be replaced with a Business course.

<b>Total Credits</b>	<b>27</b>
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### Career Outlook

This [occupational profile](#) is provided by O\*NET.

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

### Program Outcomes

Upon completion of the Information Technology – Administrative Assistant – Medical Office Administration certificate, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume entry-level positions in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Continue education in an associate program.