

## **BAT - MF2I: Medical Front Office Assistant TCC (replaces 5DEI: Medical Office Assistant in the Quarter System)**

The Medical Office Assistant certificate program is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry-level position as a receptionist in a physician's office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology.

### **Career Opportunities**

*Graduates may find employment as medical office assistants or in a related field.*

### **Credit Required for Completion: Minimum of 22 credit hours**

#### **Curriculum**

	<b>Program Course</b>	<b>Credits</b>
	<i>Occupational Courses</i>	
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	BUSN 2340 Medical Administrative Procedures	4
_____	COMP 1000 Introduction to Computers	3
_____	ENGL 1010 Fundamentals of English I	3
	<i>Occupational Electives Courses (6 credits from the list below)</i>	
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1300 Introduction to Business	3
_____	BUSN 2320 Medical Document Processing/Transcription	4
_____	BUSN 2330 Adv Medical Document Processing/Transcription	4