

BAT - Medical Office Assistant

The Medical Office Assistant 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

A graduate may find employment as a medical office assistant or in a related field.

Credit Required for Completion: 29 credit hours

	Program Courses	Credits
_____	AHS 109 Medical Terminology for Allied Health Services	3
	-or-	
_____	BUS 2300 Medical Terminology	3
_____	BUS 1130 Document Processing	6
	* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.	
_____	BUS 2340 Medical Administrative Procedures	5
_____	ENG 1010 Fundamentals of English I	5
_____	SCT 100 Introduction to Microcomputers	3
	<i>Occupational Elective Courses (6 credits from the list below)</i>	
_____	BUS 1100 Introduction to Keyboarding	3
_____	BUS 1110 Speed and Accuracy Keying	2
_____	BUS 1120 Business Document Proofreading and Editing	3
_____	BUS 1150 Database Applications	3
_____	BUS 2120 Spreadsheet Applications	3
_____	BUS 2350 Computerized Medical Office Skills	3