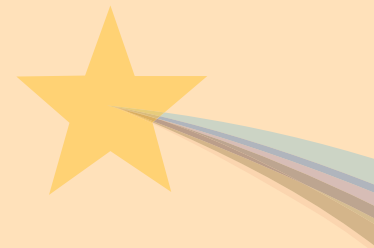




BASIC MEDICAL ADMINISTRATIVE

Working in the front office of a medical practice gives you the opportunity to interact with both patients and medical professionals. This certificate program prepares you for medical administrative

duties such as reception, appointments, supplies, phones, filing and insurance verification. It also serves as a partial requirement for the traditional Medical Office Assistant Certificate and A.A. degree.



COURSES REQUIRED

COURSE NUMBER	COURSE TITLE	UNITS
CAOT 002	Computer Keyboarding II	3
CAOT 020	Medical Office Procedures	5
CAOT 044	Medical Terminology	3
TOTAL UNITS		11

Students need to meet the ESL or English 28/31 requirement