



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.

Medical Administrative
\$34,200 per annum*

* Annual Mean Wage, U.S. Department of Labor Statistical Data, CA, 05/04/08



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