

# Business Education & Office Administration - Medical Office Assistant

**Program:** Business Education & Office Administration

## OPTION IV - MEDICAL OFFICE ASSISTANT SHORT-TERM CERTIFICATE – Guided Pathway/Map

### 1st Semester

**OAD 103:** OAD 101 Beginning Keyboarding is required for students with speed of less than 40 wpm. Proficiency Test Available.

Item #	Title	Credits
OAD 125	Word Processing	3
OAD 214	Medical Office Procedures	3
BUS 150	Business Math	3
OAD 103	Intermediate Keyboarding	3
	Sub-Total Credits	12

### 2nd Semester

Item #	Title	Credits
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
	Sub-Total Credits	6

### 3rd Semester

Item #	Title	Credits
HIT 110	Medical Terminology	3
OAD 243	Spreadsheet Applications	3
	Sub-Total Credits	6
	<b>Total credits:</b>	<b>24</b>