Academic Plan - Certificate Medical Office Administrative Assistant

**Catalog Year: 2020/2021**

**Total Credits: 9**

The Administrative Assistant certificate enables students to work the front office/reception area of physician’s offices. The MOT curriculum is designed to facilitate the correlation between theory and clinical practice while exercising critical thinking proficiency.

# Required Courses

* HPR 106 - Law and Ethics for Healthcare Professions; available all semesters; 2 Credits
* HPR 178 - Medical Terminology; available all semesters; 3 Credits
* MAP 110 - Medical Office Administration; available fall and spring semesters; 4 Credits

# Notes

* Refer to the 2020/2021 Catalog for program admission, elective course and graduation requirements; consult the MOT Department for specific course planning information and guidance and utilize DegreeCheck to monitor progress. To graduate from this program, visit [this link](http://www.arapahoe.edu/graduation) and submit the graduation application by the deadline. This information is subject to change without notice. Information regarding median loan debt, completion and placement rates, occupations and tuition / fees may be found [here](http://www.arapahoe.edu/gainful).
* This certificate REQUIRES departmental advising; therefore a suggested course sequence will be determined according to the student’s schedule. Student must email program chair to schedule advising session.

# Graduation Requirements

* All major, general education and other courses required for these certificates/degrees must be completed with a "C" or better to meet graduation requirements.
* Medical Office Technology (MOT) courses must be taken within five years of a student's graduation.

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Fall

* HPR 106 - Law and Ethics for Healthcare Profession (2 Credits)
* HPR 178 - Medical Terminology (3 Credits)
* MAP 110 - Medical Office Administration (4 Credits)