Academic Plan - Certificate Medical Office Administrative Assistant

# Catalog Year: 2021/2022

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.

# Total Credits: 9

# Required Courses

2 Credits, HPR 106 - Law and Ethics for Healthcare Professions (2 Cr.), available fall spring summer

3 Credits, HPR 144 - Comprehensive Medical Terminology (3 Cr.), available fall spring summer

4 Credits, MAP 110 - Medical Office Administration (4 Cr.), available fall spring

# Notes

Refer to the 2021/2022 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 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 at 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 three years of a student's graduation.

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Fall

2 Credits, HPR 106 - Law and Ethics for Healthcare Profession (2 Cr.)

3 Credits, HPR 144 - Comprehensive Medical Terminology (3 Cr.)

4 Credits, MAP 110 - Medical Office Administration (4 Cr.)