



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	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
Required Courses					
• HPR 106 - Law and Ethics for Healthcare Professions (2 Cr.)	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• HPR 144 - Comprehensive Medical Terminology (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAP 110 - Medical Office Administration (4 Cr.)	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Pre-Requisites, Co-Requisites, and Recommendations (grade C or better required)

Where requirements are listed as course categories (e.g. Electives, Arts/Humanities) rather than as specific courses, please note that depending upon course choice, pre-requisites may be required.

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 FULL-TIME TRACK



RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall	Credits	Course
	2	HPR 106 - Law and Ethics for Healthcare Profession (2 Cr.)
	3	HPR 144 - Comprehensive Medical Terminology (3 Cr.)
	4	MAP 110 - Medical Office Administration (4 Cr.)