The Certificate in Medical Office Technology Administrative Assistant is designed to ... Refer to the 2014/2015 Catalog for program admission and graduation requirements.

### Suggested Semester or Order

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr. Hrs</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPR 106 Law and Ethics for Healthcare Professions</td>
<td>2</td>
<td>Fall x Spring x</td>
</tr>
<tr>
<td>HPR 178 Medical Terminology</td>
<td>3</td>
<td>Fall x Spring x</td>
</tr>
<tr>
<td>MOT 110 Medical Office Administration</td>
<td>4</td>
<td>Fall x Spring x</td>
</tr>
<tr>
<td>MOT 130 Insurance Billing and Coding</td>
<td>3</td>
<td>Fall x Spring x</td>
</tr>
<tr>
<td>MOT 136 Introduction to Clinical Skills</td>
<td>3</td>
<td>Fall x Spring x</td>
</tr>
<tr>
<td>MOT 289 section 202 Capstone*</td>
<td>2</td>
<td>Fall x Spring x</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS 17**

**Notes:**
- 136 is also a hybrid class which requires meeting every Wednesday evening for 10 weeks
- MOT 289 section 202* - requires department approval to register
- This certificate REQUIRES departmental advising; therefore a suggested course sequence will be determined according to the student’s schedule. Student must email department head 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.
- To graduate, students must apply for graduation and complete a graduation survey (available via myACC). (form available at www.arapahoe.edu/graduation)
- After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their student email address only.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

**IMPORTANT:** Subject to change without notice. Please consult the Medical Office Technology Administrative Assistant Department for specific course planning information and official guidance. Students should utilize DegreeCheck (available via myACC) to monitor progress toward completion. Students must apply for graduation; visit www.arapahoe.edu/graduation. Information regarding median loan debt, completion and placement rates, occupations and tuition / fees may be found at www.Arapahoe.edu/gainful. Rev.06/2014