

Medical Office Administrative Assistant, T.D.

Technical Diploma

40 Credit Hours/600 Clock Hours



GOODWILL TECHNICAL
COLLEGE

STUDENT ID: _____

CATALOG YEAR _____

STUDENT NAME: _____

The Medical Office Administrative Assistant program provides students with knowledge and competencies required to perform administrative activities in hospitals, private medical practices, clinics, and physician-based settings.

Required Course in Major

Required grade of 'C' or higher

COURSE	COURSE TITLE	SEM	YEAR	GRADE	CLOCK HOURS	CREDIT HOURS
COLL 101	College Success Skills				15	1
CLIT 001	Introduction to Computer Literacy				30	2
BMAT 101	Basic Math Refresher				45	3
CRTK 101	Introduction to Critical Thinking				45	3
ACCT 101	Introduction to Bookkeeping				45	3
BMGT 101	Introduction to Entrepreneurship				45	3
WPDV 101	Workplace Diversity				45	3
HCA 101	Introduction to Healthcare				45	3
MBC 101	Introduction to ICD-10 Coding Principles and Applications				60	4
MOA 101	Medical Office Administration				15	1
MOA 201	Medical Office Applications				45	3
HCA 102	Medical Law and Ethics and Health Records				60	4
MOA 202	Medical Office Finance Managing Accounts and Receivables				30	2
MOA 203	Medical Office Correspondence and Technology				45	3
JOBS 100	Job Seeking Skills				30	2

Program Sequence

Semester 1	Semester 2
COLL 101 College Success Skills CLIT 001 Intro to Computers BMAT 101 Basic Math Refresher CRTK 101 Intro to Critical Thinking HCA 101 Intro to Healthcare	ACCT 101 Intro to Bookkeeping BMGT 101 Intro to Entrepreneurship HCA 102 Medical Law and Ethics and Health Records MBC 101 Intro to ICD-10 Coding Principles and Applications
Semester 3	Semester 4
MOA 101 Medical Office Administration MOA 201 Medical Office Applications WPDV 101 Workplace Diversity	MOA 202 Medical Office Finance Managing Accounts Receivables MOA 203 Medical Office Correspondence and Technology JOBS 100 Job Seeking Skills