

**CERTIFICATE OF COMPLETION
MEDICAL OFFICE ASSISTANT (2707)**

TOTAL CREDIT HOURS REQUIRED: 34

First Semester

HITT 1305 Medical Terminology I -----3
POFM 1317 Medical Administrative Support -----3
POFT 1301 Business English -----3
POFT 1313 Professional Development for Office Personnel -----3
*ITSW 1301 Introduction to Word Processing -----3

Second Semester

POFM 1302 Medical Software Applications -----3
*POFT 2301 Intermediate Keyboarding **OR**
POFI 2340 Advanced Word Processing -----3
POFT 1220 Job Search Skills -----2
POFT 1309 Administrative Office Procedures I -----3
POFT 1319 Records & Information Management I -----3

Summer Session

POFM 1264 Practicum - Medical Administrative Assistant -----2
POFM 2333 Medical Document Production -----3

TOTAL CREDIT HOURS -----34

*Prerequisites: Students with fewer than 25 wpm must take POFT 1329.