

MEDICAL OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT



The following Certificates of Achievement is designed for the student who needs to be prepared to enter an entry-level job. A department-issued certificate may be awarded upon successful completion of a prescribed course of study. These certificates will not appear on a student's transcript.

The Medical Office Assistant Certificate of Achievement provides students with the skills necessary to gain employment in a variety of medical office environments. Students may choose to begin a new career or update existing job skills. Students successfully completing the certificate will be qualified to seek employment as: medical office receptionists, assistants, medical clerical workers, hospital admitting clerks, medical insurance billers, medical insurance coders, and insurance claims processors.

Note: All courses must be completed with a letter grade of "C" or higher or "Pass."

Code	Title	Units
BOT-161	Medical Terminology	3
BOT-165	Medical Insurance Billing	4.5
BOT-167	Medical Coding	4
BOT-170	Medical Office Procedures	6
Total Units		17.5

Any student who completes the preceding major requirements qualifies for a Certificate of Achievement. An official request must be filed with the Admissions and Record Office prior to the deadline as stated in the Academic Calendar.