

# MEDICAL OFFICE ASSISTANT



Pathway: Business & Civic Engagement  
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Award Title	Academic Plan	Award Type	GE Units	Required Course Units	Major Elective Units	Major Units
Medical Office Assistant	T010750D	C		32	-	32
This program is Financial Aid Eligible.						

## PROGRAM OVERVIEW

The Medical Office Assistant Certificate of Achievement prepares students for entry level employment in a medical/dental front office, such as a doctor/dentist's office, hospital, clinic, and/or medical insurance company.

Upon completion of the certificate program, students are prepared to assume entry level medical/dental office duties and responsibilities. The program may also prepare students for career advancement and retraining in the use of current computer application programs. The program also provides the basic skills that promote success in the workplace. Typical positions include medical clerk, medical transcriber, medical office assistant, and assistant medical office manager.

## PROGRAM LEARNING OUTCOMES (PLOs)

Upon completion of the **Certificate** program, students are able to:

- Successfully use medical office software to organize and present information in medical business format.
- Communicate effectively via spoken word, organized records and work collaboratively with others in a medical office setting.

## USEFUL LATTC LINKS:

College Catalog, Class Schedule & more: <http://www.lattc.edu/academics>  
 Financial Aid Office: <http://www.lattc.edu/services/financial-aid>  
 Counseling Services & Support: <http://www.lattc.edu/services/support>  
 Business & Civic Engagement Pathway: <http://www.lattc.edu/academics/pathways/bce>

## MEDICAL OFFICE ASSISTANT

### Certificate of Achievement

Major Units: 32

A Certificate of Achievement in Medical Office Assistant may be earned by completing 32 units of Required Courses with a "C" or better in each course.

## REQUIRED COURSES

SEMESTER I		UNITS
CAOT 002	Computer Keyboarding and Document Applications II	3
CAOT 044	Medical Terminology	3
CAOT 030	Office Procedures	3
CAOT 082	Microcomputer Software Survey in the Office	3
CAOT 033	Records Management and Filing	2
SEMESTER II		UNITS
CAOT 084	Microcomputer Office Applications: Word Processing	3
CAOT 046	Medical Transcription	3
BUS 032	Business Communications	3
OFF MCH 002	Adding and Calculating Machines	1
SEMESTER III		UNITS
CAOT 020	Medical Office Procedures	5
SUPV 001	Elements of Supervision	3