Information Technology Certificate

Administration Assistant – Medical Office Administration

Click here for Gainful Employment information pertaining to Administration Assistant – Medical Office Administration.

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
GIT101	Typing I*	3	None	Fall, Spring		
BIT103	Medical Terminology	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
GIT105	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring		
GIT110	Microcomputer Applications Software	3	GIT102 or equivalent, ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
GIT220	Advanced Word Processing	3	GIT110 or GIT120	Spring		
GIT106 (or) ACC111	Office Accounting (or) Accounting I with Computer Applications	3	MAT020 & ENL020 or satisfactory basic skills assessment score (or) MAT020 & ENL020 or satisfactory basic skills assessment score	---- Fall, Spring		
GIT150	Database Applications	3	GIT120, GIT108 or GIT110 or equivalent skill level in Windows	Fall, Spring		
BIT203	Medical Office Procedures	3	GIT120 or GIT110 & BIT103	Spring		
PSY101	General Psychology	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
Total Credits		27				

Medical Office Administration Overview

Students gain an understanding of medical procedures, medical terminology, and a conceptual and practical understanding of a computerized office environment in a medical setting. Students progress from basic keyboarding and word processing to advanced information processing and office procedures. Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

Career Outlook

Click here for O*NET Online Occupation information.

Program Outcomes

Upon completion of the Information Technology certificate, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume entry-level positions in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Continue education in an associate program.

*If waived, must be replaced with a Business course.