

# Information Technology Certificate 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 (or) BUS102	Office Communication Systems (or) Business Communication	3	ENL020 & ENL050 or satisfactory basic skills assessment score (or) ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring Fall, Spring		
GIT110	Microcomputer Applications Software	3	ENL020 & ENL050 or satisfactory basic skills assessment score & (GIT101, GIT102 or 30wpm)	Fall, Spring, Summer		
GIT220	Advanced Word Processing	3	GIT110	Spring		
ACC111	Accounting I with Computer Applications	3	(MAT020 or MAT025) & ENL020 or satisfactory basic skills assessment score	Fall, Spring		
GIT150 (or) BIT207	Database Applications (or) Medical Coding and Billing	3	GIT108 or GIT110 or equivalent skill level in Windows (or) BIT103	Fall, Spring Fall, Spring		
BIT203	Medical Office Procedures	3	GIT110 & BIT103	Spring		
PSY101	General Psychology	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
<b>Total Credits</b>		<b>27</b>				

### 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

This occupational profile is provided by O\*NET.

[www.onetonline.org/find/quick?s=Administrative+Assistant+Medical](http://www.onetonline.org/find/quick?s=Administrative+Assistant+Medical)

### Gainful Employment

[The Gainful Employment Program Regulations](#) provide students with the information they need to make informed educational choices including total program costs, loan repayment rates, and career outlooks.

### 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.

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