

---

# Advanced Medical Office Assistant

## Certificate Program

This certificate is designed to provide entry level employment skills for administrative medical office personnel. The graduate will be trained to perform entry I

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
<b>Second Semester</b>			
BOFF 249 Medical Office Procedures II	3		
BOFF 151 Records Management	3		
GSCI 105 Human Body Structures	3		
MEDA 210 Medical Ethics	3		
MATT 104 Business Mathematics	3		
HLTH 101 Contemporary Health	3		
Total	18		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

### Gainful Employment:

For program costs, completion and graduate information see

<https://www.dacc.edu/assets/pdfs/cguides/2021-2022/GEA/Accounting.pdf>

September 2021