

CERTIFICATE PROGRAM

Danville Area Community College  
2021-2022

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**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 level administrative duties normally available in an ambulatory care setting. This will be a stackable credential in the medical profession.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
<b>First Semester</b>			
BOFF 121 Fundamentals of Business Documents	3		
ENGL 121 Communication Skills	3		
BOFF 140 Medical Terminology	3		
BOFF 139 Medical Office Procedures	3		
BOFF 141 Introduction to Medical Transcription	3		
INST 101 Success in College	1		
Total	16		