



Allen

COMMUNITY COLLEGE



Allied Health

Medical Office Assistant Certificate - 25 credit hours

Program

(Recommended Sequence of Courses)

Semester 1

CIS170 Microsoft Office	3
MED120 Medical Terminology	3
NHA161 Medical Administration Aspects	4
NHA235 Long Term Care Medical Records	3
Total	13

Semester 2

BUS261 Business Communications	3
NHA129 Medical Insurance Coding & Billing	3
NHA236 Legal Concepts	3
NHA239 Medical Office Accounting	3
Total	12

Certificate Total 25

Careers

Medical Office Assistant

For more information contact:
alliedhealth@allenc.edu

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