

ADMINISTRATIVE MEDICAL ASSISTING CERTIFICATE

This certificate prepares students for administrative duties in a health care setting. Students will develop the skills and knowledge required to effectively perform health care office functions including patient scheduling, insurance and reimbursement procedures, and office recordkeeping, while adhering to legal and ethical standards in the field.

Required Courses are listed in the order in which we recommend you take them.

- First Semester Seminar
 - INT 1050 - Dimensions of Self & Society
- AHS-1045 Introduction to Health Care
- ENG-1061 English Composition
- CIS-1041 Computer Applications
 - or
 - CIS-1430 Spreadsheets
- BIO-1140 Human Biology
- AHS-1205 Medical Terminology
- AHS-2121 Medical Billing & Coding I
- AHS-2122 Medical Billing & Coding II
- AHS-2200 Administrative Medical Assisting
- AHS-1810 Administrative Medical Assisting Internship
- Background Check and CPR/First Aid certification also required

Total Credits: 30