MEDICAL OFFICE ASSISTANT

Pathway: Business & Civic Engagement
Office: Cedar Hall/K - Room 203 D1
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<table>
<thead>
<tr>
<th>Award Title</th>
<th>Academic Plan</th>
<th>Award Type</th>
<th>GE Units</th>
<th>Required Course Units</th>
<th>Major Elective Units</th>
<th>Major Units</th>
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<tbody>
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<td>Medical Office Assistant</td>
<td>T010750D</td>
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<td>32</td>
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This program is Financial Aid Eligible.

PROGRAM OVERVIEW

The Medical Office Assistant Certificate of Achievement prepares students for entry level employment in a medical/dental front office, such as a doctor/dentist’s office, hospital, clinic, and/or medical insurance company.

Upon completion of the certificate program, students are prepared to assume entry level medical/dental office duties and responsibilities. The program may also prepare students for career advancement and retraining in the use of current computer application programs. The program also provides the basic skills that promote success in the workplace. Typical positions include medical clerk, medical transcriptionist, medical office assistant, and assistant medical office manager.

PROGRAM LEARNING OUTCOMES (PLOs)

Upon completion of the Certificate program, students are able to:
- Successfully use medical office software to organize and present information in medical business format.
- Communicate effectively via spoken word, organized records and work collaboratively with others in an medical office setting.

USEFUL LATTC LINKS:

College Catalog: http://college.lattc.edu/catalog/
Financial Aid Office: http://college.lattc.edu/financialaid/
Counseling Department: http://college.lattc.edu/counseling/
General Education Information: http://college.lattc.edu/catalog
Business & Civic Engagement Pathway: http://pathways.lattc.edu/catalog-programs/bce/

To register: http://college.lattc.edu/student/new-students/register-now/
For additional information consult a LATTC college counselor.