

Medical Front Office Assistant

Technical Certificate

MF21

Curriculum

Occupational Courses	23
Required Courses:	21
ENGL 1010 Fundamentals of English I (3)	
ALHS 1090 Medical Terminology (2)	
ALHS 1011 Structure and Function of the Human Body (5)	
COMP 1000 Introduction to Computer Literacy (3)	
BUSN 1440 Document Production (4)	
BUSN 2340 Healthcare Administrative Procedures (4)	
 <i>Select ONE of the following BUSN course electives:</i>	2
BUSN 1100 Introduction to Keyboarding (3)	
BUSN 1180 Computer Graphics and Design (3)	
BUSN 1230 Legal Terminology (3)	
BUSN 1250 Records Management (3)	
BUSN 1310 Introduction to Business Culture (3)	
BUSN 1320 Business Interaction Skills (3)	
BUSN 1330 Personal Effectiveness (3)	
BUSN 1340 Customer Service Effectiveness (3)	
BUSN 2170 Web Page Design (2)	
BUSN 2220 Legal Administrative Procedures (3)	
BUSN 2230 Office Management (3)	
BUSN 2240 Business Administrative Assistant Internship I (4)	
BUSN 2250 Business Administrative Assistant Internship II (6)	
 Total Credit Hour (minimum):	23