

Medical Administrative Assistant AA Suggested Course Sequence

	Course	Units
Semester 1	OFTECH 1 : Keyboarding I	3
	OFTECH 5 : English Skills for the Office	3
	CIS 4 : Business Information Systems with Applications	3
	ELECTIVE	3
	BE	3
Semester 2	OFTECH 20 : Medical Vocabulary	3
	OFTECH 21 : Medical Terms and Transcription	3
	OFTECH 23 : Medical Billing	3
	GE	3
	GE	3
Semester 3	OFTECH 24 : Medical Coding/Billing I	3
	CIS 37 : Microsoft Word	3
	CIS 39 : Microsoft Outlook GE	3
	GE	3
	ELECTIVE	3
Semester 4	OFTECH 28 : Electronic Health Records	3
	OFTECH 27 : Medical Office Procedures	3
	GE	3
	GE	3
	ELECTIVE	3

