

**Office Technology
Medical Administrative Assistant Certificate**

Concentration Requirements	Credit Hours
OTEC 106 Formatting *	3
OTEC 124 Medical Terminology	3
OTEC 128 Medical Transcription.....	2
OTEC 127 Transcription Skills.....	1
Concentration Emphasis in Medical Administrative Assistant	18
<i>or</i>	
Concentration Emphasis in Medical Transcription	21-23
Total	27-32

***Concentration**

Medical Administrative Assistant Emphasis CERT A

OTEC 109	Office Machines
OTEC 111	Records Management (3)
OTEC 133	Medical Coding II (3)
OTEC 134	Medical Coding II (3) <i>or</i> OTEC 125 Advanced Medical Terminology (3)
OTEC 137	Office Application - Medical Administrative Assistant (3)
OTEC 155	Word Processing Application & Processing (3) <i>or</i>
OTEC 122	OTEC Coordinating Office Training I (3)
COMP 110	Computer Concepts & Applications (3)

Medical Transcription Emphasis CERT B

OTEC 107	Medical Document Formatting (3)
OTEC 122	Coordinated Office Training I (1-3)
OTEC 125	Advanced Medical Terminology (3)
OTEC 131	Advanced Medical Transcription (3)
OTEC 142	Pharmacology & Laboratory Medicine for Medical Transcription (3)
BIOL 130	Anatomy and Physiology (5)
BUAD 110	Business Communication (3) <i>or</i>
ENGL 101	English Composition I (3)

College Success Skills is required for all first-time, full-time students with fewer than 15 hours after high school graduation.