

MEDICAL OFFICE ASSISTANT DIPLOMA - 44 CREDITS

Program Plan — "Primary"

Locations: Online

1st Fall Term (16 credits)

Courses

Course	Crds
ADMM1104 - Medical Language Applications I	3
ADMM1110 - Medical Documentation Fundamentals	4
ADMM1122 - Medical Office Procedures	4
ADMM1200 - Medical Office Technology Tools	2
HLTH1110 - Introduction to Anatomy and Physiology	3

1st Spring Term (14 credits)

Courses

Course	Crds
ADMM1150 - Medical Billing/Insurance	4
ADMM1152 - Outpatient Coding	4
ADMM2104 - Medical Language Applications II	3
ADMM2500 - Human Disease Applications for Administrative Health Professionals	3

2nd Fall Term (14 credits)

Courses

Course	Crds
ADMM1160 - Beginning Medical Transcription	3
ADMM2130 - Medical Office Career Insight	2
ADMS1116 - Business Communications I	3

3 credits in one or more of the following:

COMM1130 - Small Group Communication	3
COMM1140 - Interpersonal Communication	3

3 credits in one or more of the following:

General Education w/MnTC Goals
