

Fort Scott Community College
Department of Business

Recommendations for students interested in the Medical Office Assistant Certificate

This sheet may be printed and used as a check off list of classes to be taken.

Medical Office Assistant Certificate

Semester 1	Hours
Field Study I*	3____
Word Processing I	3____
Introduction to Health Information	3____
Medical Office Procedures	3____
Medical Terminology	3____
Semester 2	
Business Math	3____
Keyboarding	3____
Field Study II*	3____
Legal & Ethical Issues in Healthcare	3____
CPR	1____
Semester 3	
Business Communications	3____
Employee Human Relations	3____
Medical Transcription	3____
Claim Payment Coding	2____
Total	39 hours

Notes

*Student must be working 10-15 hours per week.

While we do suggest these classes, we recognize that a student may take classes in different semesters, use caution, some classes may need to be taken in a specific order.

Students wishing to receive an Associate of Applied Science degree will need to meet the required General Education courses outlined in the catalog.