

# MEDICAL OFFICE ADMINISTRATIVE ASSISTANT - CERTIFICATE

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**Offered at:** Bluegrass Community and Technical College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southeast Kentucky Community and Technical College

**Program Plan Number:** 5108013019

Course	Title	Credits
AHS 115	Medical Terminology	3
or CLA 131	Medical Terminology from Greek and Latin	
or MIT 103	Medical Office Terminology	
Select one of the following two options:		4-8
BIO 135	Basic Anatomy and Physiology with Laboratory	
BIO 137 & BIO 139	Human Anatomy and Physiology I with Laboratory and Human Anatomy and Physiology II with Laboratory	
MAI 105	Introduction to Medical Assisting	3
MAI 155	Administrative Procedures for the Medical Assistant	4
MAI 281	Medical Assisting Practicum	1
<b>Total Credits</b>		<b>15-19</b>