



**DEGREE** Certificate of Applied Science

**CONCENTRATION:** Medical Reception

Student ID (790):  
 Student Name:  
 Advisor Name:  
 Credits Required: 31 credits

### FALL SEMESTER

COURSE NUMBER	COURSE TITLE	CREDITS	GRADE	NOTES
AHMS 144	Medical Terminology	3		
AHMS 220	Medical Office Procedures	4		
AHMS 270E	Medical Ethics	3		E = Ethics Gen Ed
COMX 115S	Introduction to Interpersonal Communications	3		S = Social Sciences Gen Ed
WRIT 101	College Writing	3		Writing Gen Ed
<b>TOTAL CREDITS</b>		<b>16</b>		

### SPRING SEMESTER

COURSE NUMBER	COURSE TITLE	CREDITS	GRADE	NOTES
ACTG 101	Accounting Procedures I	3		
AHMS 156	Medical Billing Fundamentals	3		
AHMS 252	Computerized Medical Billing	3		
CAPP 154	MS Word	3		
M115	Probability & Linear Math	4		Math Gen Ed
<b>TOTAL CREDITS</b>		<b>16</b>		

#### PROGRAM INFORMATION

Medical administrative assistants are critical to a healthcare facility. They are the first person a patient talks to or meets when they come in for care. This program offers students a career in this fascinating and high-demand medical field. Graduates are prepared for employment in clinics, hospitals, private practices, insurance companies, and work-at-home opportunities.

#### CAREER OPPORTUNITIES

According to the Bureau of Labor Statistics, positions in these medical areas are expected to increase over 20 percent in the next several years.

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