

Medical Administrative Specialist Course Outline

OCP A – Information Technology Assistant (150 Hours)

18	Windows 10, Google Mail & Microsoft Office
24	Keyboarding I
66	Computer Applications I
42	Office Procedures for the 21 st Century
	Employability Skills I

OCP B – Front Desk Specialist (300 Hours)

30	Ethics in the Workplace
36	Written and Verbal Communication
126	Computer Applications II w/MOS Certification
12	Customer Service & Essential Skills
24	Keyboarding II
12	Workplace Safety & Health
36	Basic Machine Transcription
24	Job Readiness
	Employability Skills II

OCP C – Medical Office Technologist (300 Hours)

48	Medical Terminology
36	Introduction to Medical Office Transcription
54	Medical Insurance & Billing
48	Medical Office Procedures I
54	Medical Office Procedures II
60	Medical Coding
	Employability Skills III

OCP D – Medical Administrative Specialist (300 Hours)

60	Electronic Health Records
24	CEHRS Exam Preparation & Testing
18	Advanced Medical Transcription
12	Financial Literacy
60	Law & Ethics for the Health Professions
24	CMAA Exam Preparation & Testing
90	Medical Office Work-Based Learning
12	Employment Portfolio, Job Search & Interview
	Employability Skills IV