

Allen Community College
Medical Office Assistant

MOS 68G Skill Level 30-50

Course ID	Course Title	Credit Hours
HPE 118	Individual/Dual Lifetime Activities (Fitness)	1
CIS 100	Computer Concepts and Applications	3
MED 120	Medical Terminology	3
NHA 129	Medical Insurance Coding and Billing	3
BUS 275	Principles of Management	3
NHA 161	Medical Administrative Aspects	4
BUS 149	Leadership Behavior	3

Total: 20 Hours

For more information, email haviland@allenc.edu or call (620) 901-6291.

Website:

http://www.allenc.edu/images/stories/allen/pdf_docs/Degree_Tracks/2013_Degree_Updates/2017_updates/AlliedHealth_MedicalOfficeAssistant_Cert_12_19_13.pdf