



Medical Office Assistant Certificate

Estimated Costs

2023-2024

8/25/2023

Tuition : \$175.00/cr. hr.

**Program Fees : \$15.00/ cr. hr.
AOP, BOC, ICT**

**Registration Fee :
\$25.00/semester**

First Year			Semester	Tuition	Program Fees	Total
FALL SEMESTER			hours			
AOP	100	Careers for Office Professional	1	\$ 175.00	\$ 15.00	
AOP	101	Keyboarding & Formatting 1	3	\$ 525.00	\$ 45.00	
AOP	130	Electronic Health Records	2	\$ 350.00	\$ 30.00	
BOC	120	Customer Service	2	\$ 350.00	\$ 30.00	
MDT	100	Medical Terminology	2	\$ 350.00		
ACC	100	Procedural Accounting	3	\$ 525.00		
		or ACC 101. Principles of Financial Accounting				
ICT	120	Computer Information Systems	3	\$ 525.00	\$ 45.00	
		Books (approximately)		\$ 800.00		
		Registration Fee			\$ 25.00	
TOTALS (approximately)			16	\$ 3,600.00	\$ 190.00	\$ 3,790.00

First Year			Semester	Tuition	Program Fees	Total
SPRING SEMESTER			hours			
AOP	102	Keyboarding & Formatting 2	3	\$ 525.00	\$ 45.00	
AOP	201	Business English	2	\$ 350.00	\$ 30.00	
AOP	231	Advanced Electronic Health Records	3	\$ 525.00	\$ 45.00	
BOC	106	Business Records Management	3	\$ 525.00	\$ 45.00	
SPE	110	Interpersonal Communication	3	\$ 525.00		
		or SPE 120. Introduction to Public Speaking				
		Books (approximately)		\$ 750.00		
		Registration Fee			\$ 25.00	
TOTALS (approximately)			14	\$ 3,200.00	\$ 190.00	\$ 3,390.00

MEDICAL OFFICE ASSISTANT CERTIFICATE 30 \$ 6,800.00 \$ 380.00 \$ 7,180.00

Total costs (approximately)