



**Medical Office Assistant
Certificate**

**Estimated Costs
2020-2021**

6/12/2019

Tuition : \$170.00/cr. hr.

Program Fees: \$15.00/cr.hr.

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

All textbook estimates are based upon new textbook prices.

FALL SEMESTER			Semester hours	Tuition	Program Fees	Total
AOP	100	Careers for Office Professional	1	\$ 170.00	\$ 15.00	
AOP	101	Keyboarding & Formatting 1	3	\$ 510.00	\$ 45.00	
AOP	130	Electronic Health Records	2	\$ 340.00	\$ 30.00	
BOC	120	Customer Service	2	\$ 340.00	\$ 30.00	
MDT	100	Medical Terminology	2	\$ 340.00		
ACC	101	Principals of Financial Accounting 1	3	\$ 510.00		
OR						
ACC	100	Procedural Accounting				
ICT	120	Computer Information Systems	3	\$ 510.00	\$ 45.00	
Books (approximately)				\$ 1,069.00		
Registration Fee					\$ 25.00	
TOTALS (approximately)			16	\$ 3,789.00	\$ 190.00	\$ 3,979.00
SPRING SEMESTER			Semester hours	Tuition	Program Fees	Total
AOP	102	Keyboarding & Formatting 2	3	\$ 510.00	\$ 45.00	
AOP	201	Business English	2	\$ 340.00	\$ 30.00	
AOP	231	Advanced Electronic Health Records	3	\$ 510.00	\$ 45.00	
BOC	106	Business Records Management	3	\$ 510.00	\$ 45.00	
SPE	110	Interpersonal Communication	3	\$ 510.00		
OR						
SPE	120	Introduction to Public Speaking				
Books (approximately)				\$ 1,328.00		
Registration Fee					\$ 25.00	
TOTALS (approximately)			14	\$ 3,708.00	\$ 190.00	\$ 3,898.00
MEDICAL OFFICE ASSISTANT CERTIFICATE			30	\$ 7,497.00	\$ 380.00	\$ 7,877.00
Total costs (approximately)						

