



**Business Office Management & Technology - Medical Assistant  
Short-term Certificate  
M.A.P.**

<b>Semester</b>	<b>Suggested Courses</b>		<b>Semester(s) Offered*</b>	<b>Credit Hrs.</b>
<b>Semester 1</b> 3 credit hours	OAD 101	Beginning Keyboarding	Fall, Spring, Summer	3
<b>Semester 2</b> 6 credit hours	OAD 103	Intermediate Keyboarding	Fall, Spring, Summer	3
	OAD 125	Word Processing	Fall, Spring, Summer	3
<b>Semester 3</b> 3 credit hours	BIO 150	Human Biology	Fall, Spring, Summer	3
<b>Semester 4</b> 3 credit hours <i>Medical Assistant STC Achieved</i>	BIO 120	Medical Terminology	Fall, Spring	3
			<b>Total Hours</b>	<b>15</b>

\*Course(s) may be offered in additional semesters but are only assured to run in the semester(s) indicated. It is **highly** recommended that course(s) be completed in the semester(s) indicated.

Part-time students and full-time students desiring to begin the program of study during a spring or summer semester should consult with an academic advisor to establish an alternate degree completion pathway.