

Business and Information Technology
Administrative Assistant Technology

Medical Office Skill Set

<u>Certificate Requirements:</u>	<u>Credit Hours</u>
AAT 253 Medical Transcription	3
AAT 265 Administrative Office Procedures (EDGE)	3
AH 151 Medical Terminology (EDGE)	3
BIOL 257 Introduction to Anatomy & Physiology (EDGE)	3
LAS 248 Medical Law	<u>3</u>
TOTAL HOURS REQUIRED	<u>15</u>

The Medical Office Skill Set is of value to office workers who need medical office skills for cross-training and/or to increase employment opportunities.

Earn a Degree, Graduate Early (EDGE)

This skill set provides MCTC students the opportunity to receive credit for their high school EDGE courses as indicated (EDGE).

Upon completion of the courses, students should notify Billie Brooks, Associate Dean of Student Services, 304-696-3004. Individuals who complete the Skill Set courses will receive a Certificate of Successful Completion.

For more information contact:

Wylma Skean
 Corbly Hall, Room 323
 Phone: 304-696-3060 or 1-866-N-ROLLED (1-866-676-5533)
 E-mail: skean@marshall.edu