



Medical Office Assistant Certificate

Estimated Costs

2021 - 2022

4/20/2021

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)			\$ 1,069.00		
		Registration Fee				\$ 25.00	
TOTALS (approximately)				16	\$ 3,869.00	\$ 190.00	\$ 4,059.00

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)			\$ 1,328.00		
		Registration Fee				\$ 25.00	
TOTALS (approximately)				14	\$ 3,778.00	\$ 190.00	\$ 3,968.00

MEDICAL OFFICE ASSISTANT CERTIFICATE 30 \$ 7,647.00 \$ 380.00 \$ 8,027.00

Total costs (approximately)