

Requirements for the Medical Administration Certificate

Curriculum: OCC 206	Credit Hours		
Program Core	23	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (2) AOM 120 Word Processing I (3) AOM 135 Medical Terminology	(3) AOM 250 Administrative Office Procedures (4) BIO 110 Intro to Human Biology (2) CIS 110 Computer Literacy (3) HFE 150 Contemporary Health Issues
Program Electives Choose 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (2) AOM 122 Word Processing II (3) AOM 136 Medical Transcription (3) AOM 145 Office Practice	(1-3) AOM 255 Administrative Office Management Internship (Requires 80 clock hours per credit in a medical office position) (3) BUS 155 Business Communication (3) HFE 152 Women's Health Issues (3) HFE 250 Nutrition for Wellness
Total Certificate Credits	26		

Requirements for the Legal Administration Certificate

Curriculum: OCC 207	Credit Hours		
Program Core	23	(3) AOM 101 Keyboarding I (3) AOM 102 Document Formatting (2) AOM 120 Word Processing I (4) AOM 225 Law for the Legal Secretary	(3) AOM 250 Administrative Office Procedures (3) BUS 240 Commercial Law (3) BUS 241 Legal Environment of Business (2) CIS 110 Computer Literacy
Program Electives Choose 3 credit hours	3	(1) AOM 105 Keyboarding-Speed & Accuracy (2) AOM 122 Word Processing II (3) AOM 145 Office Practice (3) AOM 150 Legal Terminology & Transcription	(1-3) AOM 255 Internship (Requires 80 clock hours per credit in a legal office position) (3) BUS 155 Business Communication (3) CJS 101 Intro to Criminal Justice (3) CJS 275 Criminal Procedure
Total Certificate Credits	26		

Other Certificate Graduation Requirements:

- 2.0 minimum cumulative GPA at MCC upon completion of program
- For certificates of less than 12 credit hours, **all** required credits must be completed through MCC coursework. For all other certificates, one-half of the minimum credit hours required must be completed through MCC coursework.
- Completion of the Application for Graduation process (and fee)
- Completion of end-of-program assessment, as designated by this department for OCC 201 Administrative Office Management Certificate

For more information, contact:

Department Chair of Business (815) 455-8739