

<i>Certificate</i>	Medical Practice Manager
The Medical Practice Manager Program consists of courses which will prepare the student for employment as a medical office/practice manager in a medical office or clinic.	

CORE REQUIREMENTS/RELATED INSTRUCTION*

<i>Department</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
MA	101	Medical Terminology I	1-4
MA	106	Basic Clinical Skills	3
MA	108	Medical Law and Ethics	2
MA	110	Medical Office Receptioning	3
MA	112	Basic Anatomy, Physiology and Pathology	3
MA	118	Medical Transcription	2
MA	119	Medical Bookkeeping and Insurances (CP)	4
MA	124	Computers in the Medical Office	2
MA	130	Therapeutic Relations (HR)	3
MA	135	Medical Procedural Coding	3
MA	205	Medical Office Management	4
BUSAD	170	Customer Service for Professionals	3
BUSAD	230	Human Resource Management (HR)	5
ENGL or or	101 105 115	Composition I (CM) Effective Communication for the Professions (CM) Introduction to Technical Writing (CM)	5
TOTAL CREDITS			43-46

* CM = Communication, HR = Human Relations, CP = Computation

Effective Fall Quarter 2004