



**Medical Office Assistant
Certificate**

**Estimated Costs
2018 - 2019**

5/16/2018

Tuition : \$165.00/cr. hr.

Program Fees: \$15.00/cr.hr.

**Registration Fee :
\$25.00/semester**

All textbook estimates are based upon new textbook prices.

FALL SEMESTER			Semester hours	Tuition	Program Fees	Total
AOP	100	Careers for Office Professional	1	\$ 165.00	\$ 15.00	
AOP	101	Keyboarding & Formatting 1	3	\$ 495.00	\$ 45.00	
AOP	130	Electronic Health Records	2	\$ 330.00	\$ 30.00	
BOC	101	Business Records Management	2	\$ 330.00	\$ 30.00	
BOC	120	Customer Service	2	\$ 330.00	\$ 30.00	
MDT	100	Medical Terminology	2	\$ 330.00		
PSY	101	Introduction to Psychology	3	\$ 495.00		
		OR				
PSY	107	Positive Psychology				
		OR				
SOC	101	Introduction to Sociology				
		Books (approximately)		\$ 1,069.00		
		Registration Fee			\$ 25.00	
TOTALS (approximately)			15	\$ 3,544.00	\$ 175.00	\$ 3,719.00
SPRING SEMESTER			Semester hours	Tuition	Program Fees	Total
AOP	102	Keyboarding & Formatting 2	3	\$ 495.00	\$ 45.00	
AOP	117	Medical Transcription 1	3	\$ 495.00	\$ 45.00	
AOP	201	Business English	2	\$ 330.00	\$ 30.00	
AOP	234	Insurance & Billing in Medical Office	3	\$ 495.00	\$ 45.00	
ICT	110	Computer Software Applications	3	\$ 495.00	\$ 45.00	
SPE	110	Interpersonal Communication	3	\$ 495.00		
		OR				
SPE	120	Introduction to Public Speaking				
		Books (approximately)		\$ 1,328.00		
		Registration Fee			\$ 25.00	
TOTALS (approximately)			17	\$ 4,133.00	\$ 235.00	\$ 4,368.00
MEDICAL OFFICE ASSISTANT CERTIFICATE			32	\$ 7,677.00	\$ 410.00	\$ 8,087.00
Total costs (approximately)						

