

<i>Certificate</i>	Medical Receptionist
The Medical Receptionist Program consists of courses which will prepare the student for employment as a receptionist 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	130	Therapeutic Relations (HR)	3
BUSAD	170	Customer Service for Professionals	3
ENGL	101	Composition I (CM)	5
or	105	Effective Communication for the Professions (CM)	
or	115	Introduction to Technical Writing (CM)	
TOTAL CREDITS			25-28

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

Effective Fall Quarter 2004