

Medical Administrative Assistant

The Medical Administrative Assistant Certificate Program prepares you for roles such as Medical Office Manager, Records Clerk, Physician' Office Assistant, Health Information Admin, and Medical Scheduler. Course study includes basic computer skills, customer service, Business Math, Business English, Microsoft Office, Medical Terminology, HIPPA and SimChart.

Program Length: 30 weeks

Weekly Hours: 2hr, 4hr or 6hr options

Instruction: In Person

Class & Book	Tuition	Book
Computer Concepts (3 weeks) Are you new to the computer world or need a review? We make it easy to learn how to use computers. You will be introduced to basic computer tasks, including working with Windows, navigating the web, both desktops and cloud-based file management, and learning basic word processing. No prerequisites.	\$75.00	X
Welcome to Computer Basics: Windows 11 Edition ISBN: 9781640615229	X	\$50.00
Outlook (2 weeks) Learn to communicate more efficiently with Outlook. This class teaches essential skills; working with email, organizing contacts, managing folders and calendars, and web/cloud/mobile-based integration. Prerequisites: Basic computer skills.	\$50.00	X
FastCourse Microsoft Outlook 2021 & 365 ISBN: 9781640615045	X	\$30.00
Customer Relations (3 weeks) This newly updated course will cover many of the "Top 10" most required customer service skills for all industry segments. Today's employers realize that these essential skills can often be more important indicators of an employee's success, even more than their ability to use a computer or other equipment. Topics will include communication, adaptability, self-awareness, collaboration, empathy, resilience, and much more.	\$75.00	X
New World of Work <i>print</i>	X	\$15.00
Business Math (5 weeks) Build a solid foundation in the fundamentals of math for success in the workplace and daily living. Increase your confidence with fractions, percentages, decimals, and more. This class offers practical, real-world uses for mathematics and provides excellent preparation for career placement.	\$125.00	X

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Schaum's Outline of Basic Business Math <i>print</i>	X	\$35.00
Business English (5 weeks) This course offers the reading comprehension, grammar, spelling, and punctuation expertise you need to succeed in the workplace. Brush up on your oral and written communication skills essential for career advancement in today's business environment.	\$125.00	X
Business English 13e ISBN: 9780357033784	X	\$185.00
Word: Beginning to Intermediate (5 weeks) This course will have you working like a pro with many of the features of MS Word. You will begin with an essential document and learn to apply formatting, fonts, styles, and color. Next, tables, mail merge, collaboration, and document tracking will round out your new skills. Prerequisite: Basic computer skills and type 25 WPM.	\$125.00	X
Microsoft Word 2021 & 365 Comprehensive ISBN: 9781640614239	X	\$130.00
Excel: Beginning to Intermediate (5 weeks) In this course, you will create spreadsheets, apply formatting, and enter formulas in no time. Next, you will move on to applying themes, working with borders, fonts, and enhancing your worksheet for a professional-looking workbook. Prerequisites: Basic computer skills.	\$125.00	X
Microsoft Excel 2021 & 365 Comprehensive ISBN: 9781640614024	X	\$130.00
PowerPoint: Beginning to Intermediate (5 weeks) This presentation software allows you to be creative while designing presentations for personal or business applications. You will start with the basics and learn to run a slide show, insert text and placeholders, apply themes, color, transitions, and sound effects. Next, you will learn to modify presentations, insert and delete slides, create sections, rotate, and customize slides. Finally, insert text boxes, shapes, and images into the presentation. Prerequisites: Basic computer skills.	\$125.00	X
PowerPoint 2021 & 365 Essentials ISBN: 9781640614444	X	\$130.00

REFUND POLICY: Refunds will ONLY be given if the class is cancelled by the Liberty Adult Education (LAE). If a class is cancelled due to insufficient enrollment, a full refund will be given. If you are unable to attend a class, you must notify LAE 48 hours in advance to receive a refund. Please select your classes carefully as there are no refunds after the first class meeting if you were in attendance or not. No refunds for books or supplies

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<p>Medical Terminology (7 weeks) This class is articulated with Los Medanos College! By completing additional coursework, you can earn 3 college credits when you complete this course. Join us as we discover the language of medicine. This enjoyable course will have you decoding medical terms quickly and accurately. Medical Terminology is the foundational course for your medical career and is used in all medical environments. We'll also cover basic anatomy, procedures, and diseases.</p>	<p>\$175.00</p>	<p>X</p>
<p>Medical Terminology for Healthcare Professionals, 10th Ed. ISBN: 9780136681236</p>	<p>X</p>	<p>\$115.00</p>
<p>Medical Law and Ethics HIPPA (5 weeks) This course introduces Medical Law, including contracts and the ethical demands for healthcare professionals. Learn about privacy rules and patient's rights under the privacy standards, as well as the penalties for non-compliance with HIPAA.</p>	<p>\$125.00</p>	<p>X</p>
<p>Legal & Ethical Issues for Healthcare Professionals 5th Ed. ISBN: 9780323827508</p>	<p>X</p>	<p>\$90.00</p>
<p>HIPPA Online ISBN: 9780443107788</p>	<p>X</p>	<p>\$50.00</p>
<p>Medical Office Procedures (5 weeks) This course will simulate the work of a Medical Front Office Administrative Assistant. Students will learn how to use Electronic Health Records Software to enter patient demographics, billing information, procedure and diagnostic codes. The student will then begin several days of simulations to complete tasks such as: telephone triage, scheduling, daily reports, banking, insurance claims processing, charting and critical thinking exercises. This course is excellent preparation for an entry level front office position in a medical office setting. Prerequisites: Medical Terminology, knowledge of basic word processing, basic computer skills and type 25 WPM.</p>	<p>\$125.00</p>	<p>X</p>
<p>Kinn's the Administrative Medical Assistant 15th Ed. ISBN: 9780323874236</p>	<p>X</p>	<p>\$140.00</p>

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Electronic Health Records Using SimChart for the Medical Office (5 weeks) This updated course will have you working with patient records as you might in a medical office setting. You will learn about HIPAA patient privacy laws as they relate to confidential patient records. Through a series of simulations you will enter patient demographics, chart notes, insurance billing and coding, as well as patient accounting. Prerequisites: Medical Terminology, knowledge of basic computer skills, and type 25 WPM.	\$125.00	X
Simchart for the Medial Office 1st Ed. ISBN: 9780323241953	X	\$110.00
Electronic Health Record for the Physicians Office ISBN: 9780323878449	X	\$80.00
Keyboarding (5 weeks) Learn keyboarding basics on a computerized tutorial and progress to speed and accuracy drills. This class will help the student to achieve the proper techniques for keyboarding competency. Keyboard folder required. 5-week class. (Students may need to repeat class depending on typing speed.)	\$125.00	X
Keyboarding Folder Print	X	\$10.00

Totals for Class, Books, & Fees	Tuition	Books & Fees
USB Drive		\$15.00
Registration Fee		\$250.00
Tuition & Book Total:	\$1,500.00	\$1,300.00
Program Total:	\$3,065.00	

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