



ESTIMATED COSTS

Medical office professional certificate

Tuition : \$175/credit hour			Program fees: \$15/credit hour AOP, BOC, ICT		Registration fee: \$25/semester	
			Semester hours	Tuition	Program fees	Total
FALL SEMESTER						
AOP	100	Careers for Office Professional	1	\$175	\$15	
AOP	101	Keyboarding & Formatting I	3	\$525	\$45	
AOP	130	Electronic Health Records	2	\$350	\$30	
BOC	120	Customer Service	2	\$350	\$30	
MDT	100	Medical Terminology	2	\$350		
ACC	100	Procedural Accounting	3	\$525		
OR						
ACC	101	Principles of Financial Accounting	3	\$525		
ICT	120	Computer Information Systems	3	\$525	\$45	
				Books (approximately)	\$800	
				Registration fee	\$25	
Totals (approximately)			16	\$3,600	\$190	\$3,790
SPRING SEMESTER						
AOP	102	Keyboarding & Formatting II	3	\$525	\$45	
AOP	201	Business English	2	\$350	\$30	
AOP	231	Advanced Electronic Health Records	3	\$525	\$45	
BOC	106	Business Records Management	3	\$525	\$45	
SPE	110	Interpersonal Communication	3	\$525		
OR						
SPE	120	Introduction to Public Speaking	3	\$525		
				Books (approximately)	\$750	
				Registration fee	\$25	
Totals (approximately)			14	\$3,200	\$190	\$3,390
Medical office professional certificate			30	\$6,800	\$380	\$7,180



Medical office professional AAS

Tuition : \$175/credit hour			Program fees: \$15/credit hour AOP, BOC, MDC, ICT		Registration fee: \$25/semester	
			Semester hours	Tuition	Program fees	Total
<i>First year</i>						
FALL SEMESTER						
AOP	100	Careers for Office Professionals	1	\$175	\$15	
AOP	101	Keyboarding & Formatting I	3	\$525	\$45	
AOP	130	Electronic Health Records	2	\$350	\$30	
BOC	120	Customer Service	2	\$350	\$30	
MDT	100	Medical Terminology	2	\$350		
ICT	120	Computer Information Systems	3	\$525	\$45	
ACC	100	Procedural Accounting	3	\$525		
OR						
ACC	101	Principles of Financial Accounting	3	\$525		
				Books (approximately)	\$800	
				Registration fee	\$25	
Totals (approximately)			16	\$3,600	\$190	\$3,790
SPRING SEMESTER						
AOP	102	Keyboarding & Formatting II	3	\$525	\$45	
AOP	201	Business English	2	\$350	\$30	
AOP	231	Advanced Electronic Health Records	3	\$525	\$45	
BOC	106	Business Records Management	3	\$525	\$45	
SPE	110	Interpersonal Communication	3	\$525		
OR						
SPE	120	Introduction to Public Speaking	3	\$525		
				Books (approximately)	\$750	
				Registration fee	\$25	
Totals (approximately)			14	\$3,200	\$190	\$3,390
<i>Second year</i>						
FALL SEMESTER						
AOP	203	Office Procedures	3	\$525	\$45	
BIO	111	Anatomy & Physiology Fundamentals	4	\$700		



BOC	102	Business Communications	3	\$525	\$45	
MDC	102	Medical Coding Cpt	3	\$525	\$45	
PSY	101	Introduction to Psychology	3	\$525		
OR						
SOC	101	Introduction to Sociology	3	\$525		
		Books (approximately)		\$1,000		
		Registration fee			\$25	
Totals (approximately)			16	\$3,800	\$180	\$3,960
SPRING SEMESTER						
MDC	101	Medical Coding Icd	3	\$525	\$45	
PHL	103	Biomedical Ethics	3	\$525		
SOC	203	Introduction to Diversity	3	\$525		
AOP	234	Insurance & Billing in the Medical Office	3	\$525	\$45	
AOP	291	Professional Internship 1	3	\$525	\$45	
OR						
AOP	292	Professional Internship 2	3	\$525	\$45	
		Books (approximately)		\$950		
		Registration fee			\$25	
Totals (approximately)			15	\$3,575	\$160	\$3,735
AAS medical office professional			61	\$14,175	\$700	\$14,875