

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 |