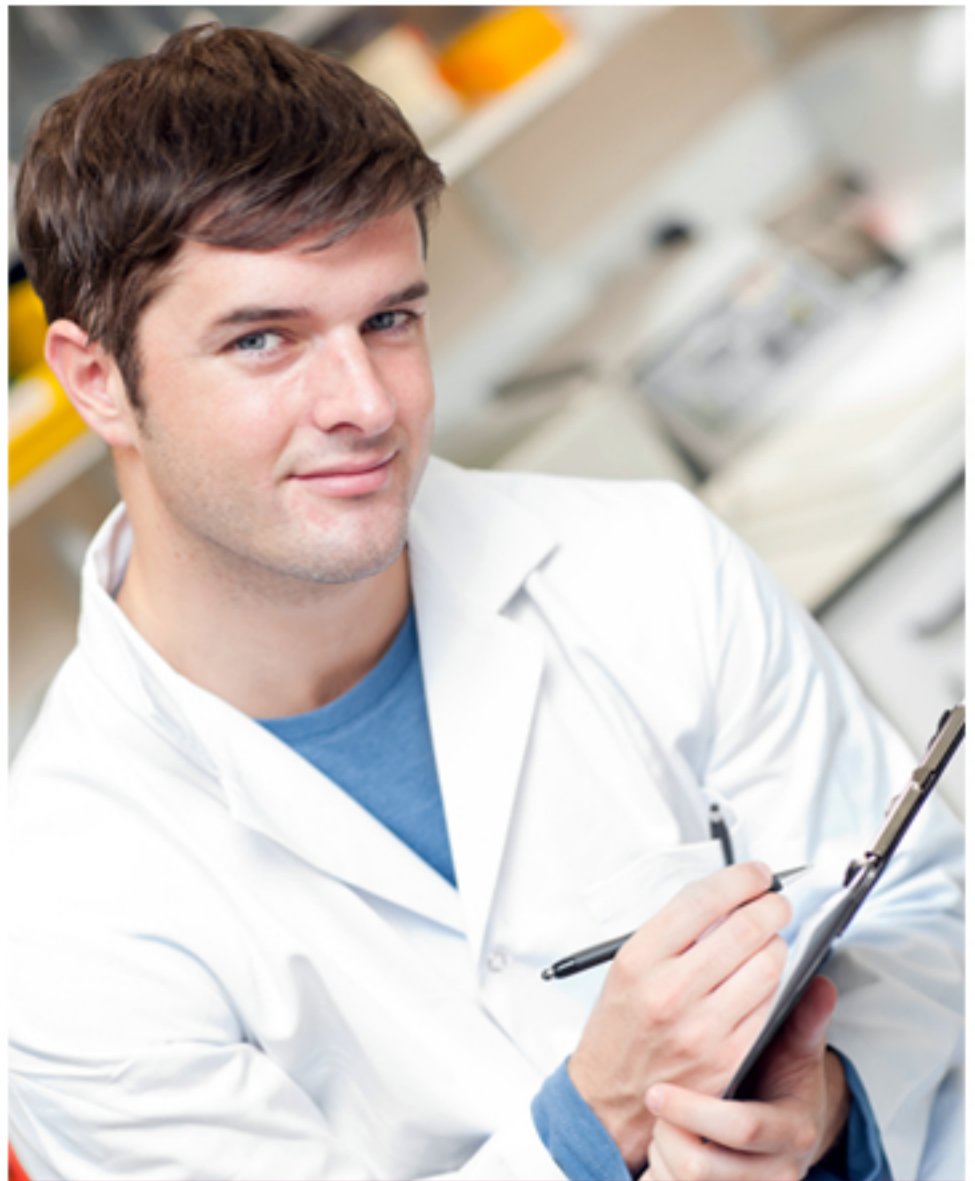


MEDICAL OFFICE ASSISTANT

The Institute's Medical Office Assistant program is designed to prepare students for entry-level medical office support roles. Emphasis is placed on general secretarial skills and medical office knowledge and procedures. Computer skills are developed to enhance office productivity as it applies to medical office word processing, transcription, data entry, medical record filing, medical insurance billing, accounting and/or medical office management.



Standard Occupational Classification (SOC) 43-6013, 29-2070

Occupational Information Network (O*NET)

www.bls.gov/soc/2010/soc436013.htm
www.bls.gov/soc/2010/soc292070.htm

Cost of Program

Tuition:	\$9,600
Books and supplies (estimated):	\$600
Registration Fee:	\$100
Room and Board:	Not available
Total Cost:	\$10,300

Median Loan Debt

Title IV	n/a
Private and Institutional Loans	0

Net Price Calculator

<http://zg-ort.edu/net-price-calculator.php>

Length of Program

35 weeks day / 40 weeks evening
36 Semester Credit Hours
720 Clock Hours

Award

Medical Office Assistant Certificate

Program Completion 2010 ACCET

n/a

On Time Graduation Rate

n/a

Program Placement 2010 ACCET

n/a

Program Placement Rate ISBE

n/a