

MEDICAL ADMINISTRATIVE SPECIALIST

CAREER CERTIFICATE

Program Code: 3360

Effective Fall 2026 (202710)

Description of Program: The Medical Administrative Specialist certificate prepares you for employment as a receptionist in a medical office, hospital, clinic, or other community health agency. Course content includes basic and advanced medical office procedures, use of Electronic Health Records (EHR), medical terminology, medical billing/insurance, business communication, office skills training, keyboarding, business math, and MS Word with certification. Emphasis is placed on employability skills to include soft skills, resume writing, and interview preparation. You must pass each course with a **C** or higher. You are eligible to take the Certified Medical Administrative Assistant (CMAA) exam through the National Healthcareer Association (NHA). For more information contact the NHA by mail at 11161 Overbrook Road Leawood, Kansas 66211 or call 1-800-499-9092.

Basic Skills Exit Requirement (TABE):

All students must meet the Exit Requirement (TABE) or qualify for an exemption.

You are exempt if you:

- Earned a GED within the last two years
- Graduated from a Florida high school with a standard diploma in 2007 or later
- Are an adult student with a documented disability
- Hold an Associate in Applied Science degree or higher

Other exemptions may also apply. For more information, contact Advising and Counseling at 863-784-7131.

For non-exempt students:

- You must take the TABE (entry-level exam) within six weeks of starting the program.
- If your test results show you need additional skills, you'll be referred to applied academics or another adult education program for structured basic skills instruction. This instruction may include English for Speakers of Other Languages (ESOL).
- You must demonstrate the required basic skills before receiving a Career Certificate of Completion, as outlined in the state curriculum frameworks.

Basic Skills Exit Scores (TABE):

Math 577
Language 573
Reading 563

Length: 1050 contact hours / 35 occupational credits

Prefix Number	Course Title	Contact Hrs.
Fall Term		
OTA 0101	Occupational Introductory Keyboarding	48
OTA 0402	Occupational Office Equipment and Procedures I	48
OTA 0422L	Office Practice Lab I	96
SLS 0936	Foundations for College Success	<u>48</u>
		240
Spring Term		
MEA 0230	Occupational Medical Terminology I	48
MEA 0310	Occupational Medical Office Procedures	48
* OCA 0301	Occupational Word Processing MS Word	48
OTA 0930L	Office Practices Lab II	<u>96</u>
		240
Fall Term		
MEA 0239	Occupational Medical Terminology II	48
OCA 0604	Occupational Desktop Publishing with PowerPoint	48
OTA 0490	Occupational Personal Business Skills	48

* OTA 0501	Occupational Business Mathematics using Spreadsheets	48
OTA 0931L	Office Practices Lab III	<u>96</u>
		288

Spring Term

OTA 0013	Occupational Customer Relations	48
MEA 0334	Occupational Medical Insurance and Billing	48
OTA 0322	Occupational Business Communications	48
OTA 0932L	Office Practices Lab IV	90
* OTA 0943	Occupational Office Internship/Externship	<u>48</u>
		282

* Check the course description for prerequisites.

NOTES:

- The schedule above is for part-time students; however, you may also attend full-time. Each class time is Monday - Friday 8 a.m. to 3 p.m. with lunch from 11 a.m. to 12 noon. Contact Jennifer Groves for any questions at GrovesJ@southflorida.edu or 863-784-7325.
- If you enter the Medical Administrative Specialist career certificate program in spring or summer term, you will have limited course selection and may require more than one year to complete.
- The course sequence is subject to change.