Medical Office Administration

About the Program
Texas A&M International University Office of Continuing Education’s Medical Office Administration training program consists of 54 hours of intensive classroom study. Students will learn medical terminology, medical office procedures and office administration in health care. This course will also include a professional development module designed to help students prepare resumes and learn strategies for pursuing a career in the medical field.

Certification
This course has been approved by the National Healthcareer Association (NHA). Once a student successfully passes the 54 hours of classroom training, he or she will be registered for the NHA certification exam for Certified Medical Administrative Assistant. The cost of the certification exam is included in the tuition amount. For more information, please visit the NHA website at www.nhanow.com.

Course Details
- **Start Date:** June 3, 2013
- **End Date:** August 5, 2013
- **Days/Times:** Mondays, 6-9PM
- **Location:** Texas A&M International University
  5201 University Boulevard
  Laredo, TX  78041

  **Early Registration Fee**: $2,995

  **Registration Fee**: $3,195

  *Includes tuition, books, materials and certification exam. Early registration ends five days prior to the start of class.

How to Register
Admission to the program is based on a review of the application and interview with the student. In order to complete the application and be considered for admission, students must:
- Complete all registration, enrollment, and student agreement forms
- Provide high school transcripts, GED scores, or college transcripts
- Submit to a complete background check. Applicants who have been convicted of any felony or drug-related crime may not be admitted to the program.

Financial Aid Information
Tuition assistance and payment plans are available for those who qualify through various lending sources. Speak to one of our student counselors today about the financial aid options that are available to you.

Additional prerequisites include:
- Basic computer, algebra, and typing skills (25-30WPM)
- Commitment to a rigorous course schedule.

JOB OUTLOOK
According to the US Department of Labor Occupational Outlook Handbook 2012-2013 Edition

“Employment of medical secretaries is projected to **grow 41 percent** from 2010 to 2020, **much faster** than the average for all occupations.”

“Employment growth will be driven by rapid growth of the healthcare and social assistance industries.”

TO REGISTER OR FOR MORE INFORMATION, CALL TODAY!

Texas A&M International University
Office of Continuing Education
Phone: 956-326-3068
Email: continuingeducation@tamiu.edu
http://www.tamiu.edu/ce/MedicalOffice.shtml

National Collegiate Partners
Student Services Line
888-824-6667
WWW.NCPCAREERSERVICES.COM