

# Physician Practice Specialist Certificate in Business

## Entrance Requirements:

Acceptable ASSET or COMPASS score, plus completion of the Medical Clerical certificate program within the last five years

## Type of Program:

Day or night

## Type of Degree:

Certificate

- This program provides graduates of the Medical Clerical certificate program with advanced training in customer service, management and advanced computer applications coursework. It also provides an opportunity for hands-on training while completing an internship or practical experience in a medical associate practice.
- To complete this certificate program, students must obtain a minimum grade of “C” in all courses.
- A physical exam is required in order to be prepared for the internship course (AOT 270). Students should complete the exam at least 6 months prior to scheduling the internship course as a series of Hepatitis vaccines are required.

## Recommended Program Schedule

### *First Semester*

CPT 270	Advanced Microcomputer Applications	3.0
MGT 101	Principles of Management	3.0
MKT 130	Customer Service Principles	3.0
AOT 270	SCWE in Office Systems	3.0

**Total credit hours** **12.0**