Medical Administrative Assistant Program

Program Duration: 6 months

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| **Course Sequence** | **Lessons** | **Suggested Study Schedule** |
| Medical Terminology |  |  |
|  | Lesson 1-2 | Week 1 |
|  | Lesson 3-4 | Week 2 |
|  | Lesson 5-6 | Week 3 |
|  | Lesson 7-8 | Week 4 |
|  | Lesson 9 – 10 | Week 5 |
|  | Lesson 11 – 12 | Week 6 |
|  | Lesson 13 – 14 | Week 7 |
|  | Lesson 15 -- 16 | Week 8 |
|  | Review | Week 9 |
| Medical Office Management |  |  |
|  | Lesson 1  | Week 10 |
|  | Lesson 2 | Week 11 |
|  | Lesson 3 | Week 12 |
|  | Lesson 4 | Week 13 |
|  | Lesson 5 | Week 14 |
|  | Lesson 6 | Week 15 |
|  | Lesson 7 | Week 16 |
|  | Lesson 8 | Week 17 |
|  | Lesson 9 | Week 18 |
|  | Lesson 10 | Week 19 |
|  | Lesson 11 | Week 20 |
|  | Lesson 12 | Week 21 |
|  | Lesson 13 | Week 22 |
|  | Lesson 14 | Week 23 |
|  | Lesson 15 | Week 24 |
|  | Lesson 16 | Week25 |
|  | Review | Week 26 |

* The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
* Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
* We recommend students to follow the course sequence in the order listed above.