

# Medical Administrative Assistant Program

Program Duration: 6 months

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	Week 25
	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.