

## Medical Administrative Assistant with Medical Transcription Program

Duration: 6 months

Course Sequence	Lessons	Suggested Study Schedule
Medical Terminology		
	Lesson 1-4	Week 1
	Lesson 5-8	Week 2
	Lesson 9 - 12	Week 3
	Lesson 13 - 16	Week 4
Medical Office Management		
	Lesson 1 -2	Week 5
	Lesson 3-4	Week 6
	Lesson 5	Week 7
	Lesson 6-7	Week 8
	Lesson 8	Week 9
	Lesson 9-10	Week 10
	Lesson 11-12	Week 11
	Lesson 13-14	Week 12
	Lesson 15	Week 13
	Lesson 16 + review	Week 14
Medical Transcription		
	Lesson 1 -- 2	Week 15
	Lesson 3 – 4	Week 16
	Lesson 5 – 6	Week 17
	Lesson 7 - 9	Week 18
	Lesson 10 – 12	Week 19
	Lesson 13 -15	Week 20
	Lesson 16 -18	Week 21
	Lesson 19 – 21	Week 22
	Dictation assignments	Week 23 -- 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.
- Students who need more time to complete should consult instructors.
- We recommend students to follow the course sequence in the order listed above.
- Dictation practice assignments may take extra weeks to complete