Medical Administrative Assistant with Medical Transcription Program Duration: 6 months

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| **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