

# MEDICAL OFFICE ADMINISTRATION & MANAGEMENT - CERTIFICATE OF ACHIEVEMENT

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NMSU Alamogordo 2026-2027 Catalog

## A Suggested Plan of Study - Medical Office Administration & Management Certificate of Achievement

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

**A grade of C or better is required in all courses.**

Semester 1		Credits
MAST 1540	Medical Assistant Administrative Skills	4
EMSS 1116	BLS Clinical Preparations	1
<b>Credits</b>		<b>5</b>
<b>Total Credits</b>		<b>5</b>