

# MEDICAL ADMINISTRATIVE ASSISTANT

Rev. 7/26/22

CRN: 7161 Dates: 6/1/22 - 10/20/22

Rooms may vary - Follow calendar

Tuition: \$2,499



## June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 F125 Orientation 6-8 pm	2 T652 Communication in Healthcare 6-9 pm	3	4
5	6 T641 Patient Conf. 6-9 pm	7	8 T652 Med Term 1 6-9 pm	9 T641 MS Outlook 5:30- 8:30pm	10	11
12	13 T641 MS Word 5:30-8:30pm	14	15 T652 Med Term 2 6-9 pm	16 T641 MS Word 5:30-8:30pm	17	18
19	20 T641 MS Word 5:30-8:30pm	21	22 T652 Med Term 3 6-9 pm	23 T641 MS Excel 5:30- 8:30pm	24	25
26	27 T641 MS Excel 5:30-8:30pm	28	29 T652 Med Term 4 6-9 pm	30 T641 MS Excel 5:30-8:30pm		

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## July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Payment Plan 2nd Installment Due	2
3	4 HOLIDAY	5	6 No class	7 No class	8	9
10	11 T641 MS PPT 5:30-8:30pm	12	13 T652 Med Term 5 6-9 pm	14 T641 MS PPT 5:30-8:30pm	15	16
17	18 T641 MS Integration 5:30-8:30pm	19	20 T652 Med Term 6 6-9 pm	21 T641 m/up MSE if needed 5:30-8:30p	22	23
24	25 T641 MAA 1 6-9 p	26	27 T652 Med Term 7 6-9 pm	28 T641 MAA 2 6-9 p	29	30
31						

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## August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 F125 MAA 3 6-9 p	2	3 T652 Med Term FINAL 6-9 pm	4 VIRTUAL MAA 4 6-9 p	5 Payment Plan 3rd Installment Due	6
7	8 F125 MAA 5 6-9 p	9	10 T652 m/up if needed MTerm	11 VIRTUAL MAA 6 6-9 p	12	13
14	15 F125 MAA 7 6-9 p	16	17 T652 Career Readiness 6-9 pm Campus	18 VIRTUAL MAA 8 6-9 p	19	20
21	22 F125 MAA 9 6-9 p	23	24	25 VIRTUAL MAA 10 6-9 p	26	27
28	29 F125 MAA 11 6-9 p	30	31			

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## September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 VIRTUAL MAA 12 6-9 p	2  Payment Plan 4th Installment Due	3
4	5  No classes	6	7	8 VIRTUAL MAA 13 6-9 p	9	10
11	12 F125 MAA 14 6-9 p	13	14	15 VIRTUAL MAA 15 6-9 p	16	17
18	19 F125 MAA 16 6-9 p	20	21	22 VIRTUAL MAA 17 6-9 p	23	24
25	26 F125 MAA 18 6-9 p	27	28	29 F125 MAA 19 6-9 p	30	

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## October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 F125 MAA 20 6-9 p	4	5	6 F125 <b>MAA FINAL EXAM</b> 6-9 p Campus	7	8
9	10 F125 MAA m/up if needed 6-9	11	12	13	14	15
16	17	18	19	20 F125 <b>AMCA Med Admin</b> <b>certification exam</b> 6-9 pm	21	22
23	24	25	26	27	28	29
30	31					