

Administrative Assistant – Medical

In addition to teaching students the necessary skills to become efficient office assistants, the medical administrative assistant program provides specialized training in medical terminology, preparation of case histories, consultation reports, patient billing, and other medical material. Successful graduates of the program are qualified to hold jobs in doctors' offices, hospitals, health departments, insurance offices, and medical/surgical supply firms.

Required Program of Study for Diploma (1 year)

FIRST SEMESTER	
Course	Credits
OFFT 1000 Office Calculations	1
OFFT 1090 Microsoft Word I	3
OFFT 1110 Records and Information Management	3
OFFT 1170 Business English I	3
OFFT 1420 Intermediate Keyboarding	3
OFFT 1710 Introduction to Anatomy	3
OFFT 1730 Medical Terminology	3
	19

SECOND SEMESTER	
Course	Credits
OFFT 1430 Advanced Keyboarding	2
OFFT 1500 Microsoft Office	3
OFFT 1860 Medical Office Practicum	3
OFFT 2020 CPT Coding	3
OFFT 2100 Administrative Professional Procedures	3
ACCT 1060 Basic Accounting Procedures or ACCT 1200 Accounting 1	3
BSAD 2050 Business Communications	3
	20

Required Program of Study for Associate of Applied Science Degree (2 years)*

Freshman Year

Successful completion of the Diploma Program.

Sophomore Year

FIRST SEMESTER	
Course	Credits
OFFT 1300 Cooperative Internship I	3
OFFT 1570 Voice Recognition Software	1
OFFT 1600 Machine Transcription	2
OFFT 2170 Business English II	2
OFFT 2440 Microsoft Word II	1
ACCT 1200 Accounting I	3
ECON 1040 Personal Finance	2
INFO 1710 Web Page Development	1
Math/Algebra (MATH 1045 or higher)	3
	18

SECOND SEMESTER	
Course	Credits
OFFT 1310 Cooperative Internship II	3
OFFT 1515 Microsoft Word MOS Certification	1
OFFT 1740 Advanced Medical Terminology	3
OFFT 2010 ICD Coding	3
OFFT 2500 Advanced Microsoft Office	3
BSAD 1000 Human Relations and Ethics	3
NURS 1220 Structure and Function of the Human Body	3
	19

*The associate of applied science degree is suggested for those seeking employment upon graduation and feel quite sure that they will not continue their education toward a four-year degree.

Suggested Program of Study for Associate of Arts Degree (2 years)*

Freshman Year

Successful completion of the Diploma Program.

Sophomore Year

FIRST SEMESTER	
Course	Credits
ENGL 1010 English Composition I	3
HPER 1500 Lifetime Wellness	2
Oral Communication**	3
Behavioral Science**	3
Mathematics**	3-5
Elective	3
	17-19

SECOND SEMESTER	
Course	Credits
HPER Basic Sports Series**	1
Fine/Performing Arts**	3
History**	3
English/Literature**	3
Natural Science**	4-5
Social Science**	3
	17-18

*The associate of arts degree is primarily for students interested in a liberal, well-rounded program and suggested for those considering transferring to a four-year institution at some future time.

**See general education requirements.