

MEDICAL ADMINISTRATIVE ASSISTANT

In addition to teaching students the necessary skills to become efficient office assistants, the medical administrative assistant options provides specialized training in medical terminology, preparation of case histories, consultation reports, patient billing, and other medical material. Successful graduates of the option are qualified to hold jobs in doctors' offices, hospitals, health departments, insurance offices, and medical/surgical supply firms. Many health care providers require a criminal background check prior to employment. Individuals with a criminal record may not be eligible for employment in some settings. **See page 54 for the Administrative Assistant Program of Study.**

Required Program of Study for Diploma (1 year)

First Semester		Second Semester	
Course	Credits	Course	Credits
OFFT 1000 Office Calculations.....	1	OFFT 1500 Microsoft Office.....	3
OFFT 1090 Microsoft Word I.....	3	OFFT 1860 Medical Office Practicum.....	3
OFFT 1110 Records and Information Management.....	3	OFFT 2020 CPT Coding.....	3
OFFT 1170 Business English.....	3	OFFT 2100 Administrative Professional Procedures.....	3
OFFT 1420 Intermediate Keyboarding.....	3	OFFT 2440 Microsoft Word II.....	1
OFFT 1710 Introduction to Anatomy.....	3	ACCT 1060 Basic Accounting Procedures or	
OFFT 1730 Medical Terminology.....	3	ACCT 1200 Accounting 1.....	3
	19	BSAD 2050 Business Communications.....	3
			19
<b>Total Credit Hours</b>		<b>38</b>	

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
ACCT 1200 Accounting I**.....	3
ECON 1040 Personal Finance.....	2
INFO 1710 Web Page Development.....	1
INFO 2100 Spreadsheet Applications.....	3
Math/Algebra (MATH 1045 or higher).....	3
	15-18

Second Semester	
Course	Credits
OFFT 1310 Cooperative Internship II.....	3
OFFT 1515 Microsoft Certified Application Specialist-Word...1	
OFFT 1740 Advanced Medical Terminology.....	3
OFFT 2010 ICD Coding.....	3
OFFT 2500 Advanced Office Integration.....	3
BSAD 1000 Human Relations and Ethics.....	3
NURS 1220 Structure and Function of the Human Body.....	3
	19

**Total Credit Hours 72-75**

\*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.

\*\* If a student did not complete ACCT 1200 as part of the diploma program.

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

FRESHMAN YEAR

Successful completion of a minimum of 30 semester hours from the Diploma Program.

SOPHOMORE YEAR

First Semester	
Course	Credits
ENGL 1010 English Composition I.....	3
HPER 1500 Lifetime Wellness.....	3
Oral Communication**.....	3
Behavioral Science**.....	3
Mathematics**.....	3-5
Elective.....	3
	18-20

Second Semester	
Course	Credits
Fine/Performing Arts**.....	3
History**.....	3
English/Literature**.....	3
Natural Science**.....	4-5
Social Science**.....	3
	16-17

**Total Credit Hours 72-75**

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements listed on page 37 of this catalog.

\*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 on page 37.