Administrative Assistant – Medical

(AAS.AAMED) Associate in Applied Science Degree

Business, Management & Administration

You might also like:

Workforce Ready
- Accounting – page 16
- Administrative Assistant–Executive – page 18
- Administrative Assistant–Legal – page 19
- Administrative Assistant–Medical – page 20
- Entrepreneurship–Small Business Ownership – page 68
- E-Commerce Marketing – page 61
- Marketing – page 95
- Management – page 93
- Professional Sales – page 117
- Office Assistant/Receptionist – page 104
- Office Management – page 105
- Office Technology Skills–General – page 106
- Office Technology Skills–Medical – page 107
- Office Technology Skills–MOS – page 108

Transfer Ready
- Business Administration – page 139

Prepares graduates for a career in medical offices, hospitals, or clinics. Students become familiar with medical terminology, medical office procedures which include transcription and billing procedures, and develop the interpersonal skills necessary to work under pressure. Students gain hands-on experience through a five-hour internship.

Program requirements may change over time. Specific degree/graduation requirements are determined by the students' degree audit.

FIRST YEAR

First Semester			Hours
☐	BUS 114	Advanced Formatting *	3
☐	BUS 123	Notetaking †	4
☐	BIO 050	Basic Anatomy and Physiology	4
☐	ENG 095	Business English	3
☐	SFS 101	Strategies for Success *or*	
	HED ---	Health Elective *or*	
	PED ---	P.E. Elective	2
		SEMESTER TOTALS	**16**

Second Semester			
☐	BUS 115	Processing Information * ††	3
☐	CIS 160	Practical Software Applications *	3
☐	BUS 059	Medical Insurance and Coding	3
☐	BUS 095	Fundamentals of Accounting *or*	
	BUS 151	Financial Accounting *	3
☐	AHE 041	Medical Terminology	3
☐		Social Science Elective ^	3
		SEMESTER TOTALS	**18**

SECOND YEAR

First Semester			Hours
☐	CIS 056	Advanced Software Applications *	3
☐	BUS 141	Business Communications *	3
☐	CIS 058	Specialized Software Applications	3
☐	SPE 111	Introduction to Speech Communication	3
☐	CIS 101	Internet Systems & Applications *or*	
	CIS 099	Web Page Design * *or*	
	CIS 093	Access *	2 – 3
☐	BUS 063	Medical Transcription (MOD 1) *	1
☐	BUS 084	Advanced Medical Transcription (MOD 2) *	1
		SEMESTER TOTALS	**16 – 17**

Second Semester			
☐	PSY 271	Introduction to Psychology	3
☐	BUS 060	Automated Office Procedures (MOD) * †††	3
☐	BUS 079	Professional Development (MOD) †††	3
☐	BUS 083	Office Technology Internship – Medical *	5
☐	BUS 080	Office Technology Seminar *	1
		SEMESTER TOTALS	**15**
		TOTAL PROGRAM HOURS	**65 – 66**

* There are prerequisites, course requisites or minimum placement test scores for this course
† Course only offered fall semester
†† Course only offered spring and summer semester
††† Course only offered spring semester
^ SOS 050 Human Relations and PSY 271 can not be used as a social science elective

NOTES: _____

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