

**MEDICAL ADMINISTRATIVE ASSISTANT (A.A.S.)  
APC — 1176**

The Medical Administrative Assistant Program is designed to train students to be administrative assistants in a medical setting performing a variety of administrative duties such as transcribing machine dictation, answering the telephone, scheduling appointments, greeting and directing visitors, recording medical charts, preparing reports and correspondence using a computer, receiving money for bills, and completing insurance forms.

The student will complete medical-related courses including medical terminology, medical administrative support procedures, medical transcription, medical insurance, and anatomy and physiology. Core courses in this program include keyboarding, business communications, machine transcription, and word processing.

**FIRST YEAR**

**First Semester**

EN 103 English I .....	3
OT 283 Medical Terminology .....	3
OT 134 Intermediate Keyboarding <sup>1</sup> .....	3
OT 139 Intro. to Office Systems & Tech. ....	3
OT 235 Admin. Support Procedures I .....	3
Physical Education .....	<u>1</u>
	16

**Second Semester**

EN 104 English II.....	3
CS 105 Microcomputer Applications.....	3
BU 137 Business Communications.....	3
Liberal Arts Elective <sup>2</sup> .....	3
Mathematics Elective .....	<u>3-4</u>
	15-16

**SECOND YEAR**

**First Semester**

OT 230 Machine Transcription.....	3
OT 255 Admin. Office Management .....	3
OT 285 Medical Admin. Support Procedures.....	3
OT 241 WP Application (Basic).....	3
BI 181 Anatomy & Physiology I.....	<u>4</u>
	16

**Second Semester**

OT 244 WP Applications (Advanced) .....	3
OT 287 Medical Transcription I.....	3
ME 284 Medical Insurance.....	3
Social Science Elective <sup>3</sup> .....	3
Liberal Art Elective .....	3
Physical Education .....	<u>1</u>
	16

**Summer Semester**

OT 288 Medical Transcription II.....	<u>3</u>
	3

<sup>1</sup>Depending on preparation OT 133 Beginning Keyboarding may be required prior to OT 134. Completion of OT 134 is required for graduation.

<sup>2</sup>Minimum of 64 semester hours required for graduation (67 if OT 133 needed), which must include 20 hours in Liberal Arts and Science, plus two semester hours of physical education.

<sup>3</sup>SS Elective may be fulfilled by completing any course with an SS or EC designator.