

# OFFICE ASSISTANT-MEDICAL

## (AAS.AAMED) ASSOCIATE IN APPLIED SCIENCE DEGREE

Students will be highly trained to work in a variety of medical offices, hospitals, and clinics performing administrative support responsibilities. They will complete coursework in Microsoft Office software, medical terminology, medical billing and coding, medical software, desktop publishing, document formatting, and accounting. Students will also develop interpersonal and communication skills. The internship provides students with a realistic work experience.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

### FIRST YEAR

| <b>First Semester</b>  |                                | <b>Hours</b> |
|------------------------|--------------------------------|--------------|
| BUS-114                | Advanced Formatting *          | 3.0          |
| CIS-160                | Practical Software Application | 3.0          |
| BUS-141                | Business Communications        | 3.0          |
| BIO-050                | Basic Anatomy & Physiology     | 4.0          |
|                        | Social Science Elective ^      | 3.0          |
| <b>SEMESTER TOTALS</b> |                                | <b>16.0</b>  |

### Second Semester

|                        |                                      |             |
|------------------------|--------------------------------------|-------------|
| BUS-061                | Office Transcription * +++           | 3.0         |
| BUS-115                | Processing Information * +++         | 3.0         |
| ENG-095                | Business English                     | 3.0         |
| CIS-099                | Introduction to Web Technology       | 3.0         |
| MCS-040                | Health Information for Professionals | 3.0         |
| HED-270                | Community Health                     | 3.0         |
| <b>SEMESTER TOTALS</b> |                                      | <b>18.0</b> |

### SECOND YEAR

| <b>First Semester</b>  |                                   | <b>Hours</b> |
|------------------------|-----------------------------------|--------------|
| CIS-058                | Specialized Software Applications | 3.0          |
| BUS-060                | Automated Office Procedures       | 3.0          |
| CIS-056                | Advanced Software Applications *  | 3.0          |
| BUS-095                | Fundamentals of Accounting OR     |              |
| BUS-151                | Financial Accounting *            | 3.0          |
| MCS-041                | Medical Office Terminology        | 3.0          |
| <b>SEMESTER TOTALS</b> |                                   | <b>15.0</b>  |

### Second Semester

|                        |                                   |             |
|------------------------|-----------------------------------|-------------|
| BUS-059                | Medical Insurance and Coding      | 3.0         |
| PSY-271                | Introduction to Psychology        | 3.0         |
| BUS-079                | Professional Development +++      | 3.0         |
| BUS-083                | Office Assistant Internship-Med * | 3.0         |
| <b>SEMESTER TOTALS</b> |                                   | <b>12.0</b> |

|                            |              |
|----------------------------|--------------|
| <b>TOTAL PROGRAM HOURS</b> | <b>61.00</b> |
|----------------------------|--------------|

- \* There are prerequisites, course requisites, or minimum placement test scores for this course.
- \*\* Electives must be approved by the Program Coordinator
- + Course only offered fall semester
- ++ Course only offered spring and summer semester
- +++ Course only offered spring semester
- ++++ Course offered in summer term only
- ^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective
- ^^ Consult Academic Advisor for appropriate course
- ^^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours
- ^^^^ ECE 120 and ECE 125 must be taken the same semester

- \* There are prerequisites, course requisites, or minimum placement test scores for this course.
- \*\* Electives must be approved by the Program Coordinator
- + Course only offered fall semester
- ++ Course only offered spring and summer semester
- +++ Course only offered spring semester
- ++++ Course offered in summer term only
- ^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective
- ^^ Consult Academic Advisor for appropriate course
- ^^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours
- ^^^^ ECE 120 and ECE 125 must be taken the same semester