

**• Office Administration - Medical Administrative Assistant •  
Associate in Applied Science Degree**

LENGTH: Four Semester (Two-Year) Program

PURPOSE: The Associate of Applied Science degree in Office Administration - Medical Administrative Assistant is an occupational degree. Every day the demand for skilled administrative assistants in medical offices and related field offices and industry continues to grow and expand.

OCCUPATIONAL OBJECTIVES: This curriculum is designed to prepare students to enter full-time employment in the medical administrative assistant field.

**AREA I WRITTEN COMPOSITION**

ENG 101..... English Composition I..... 3

**AREA II HUMANITIES AND FINE ARTS**

ART 100 or MUS 101 ..... Art Appreciation or Music Appreciation ..... 3

SPH 107 ..... Fundamentals of Public Speaking ..... 3

**AREA III NATURAL SCIENCES AND MATHEMATICS**

MTH 116 or BUS150 ..... Mathematical Applications or Business Math..... 3

OAD 125 ..... Word Processing ..... 3

Natural Science Elective ..... 4

**AREA IV HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE**

Social Science Elective ..... 3

**AREA V PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES**

BUS 215 ..... Business Communications ..... 3

CPT 130..... Introduction to Information Systems ..... 3

OAD 103\* ..... Intermediate Keyboarding ..... 3

OAD 104 ..... Advanced Keyboarding ..... 3

OAD 130 ..... Electronic Calculations ..... 3

OAD 137 ..... Computerized Financial Record Keeping ..... 3

OAD 217 or OAD 242..... Office Management/Office Internship ..... 3

OAD 243 ..... Spreadsheet Applications..... 3

OAD 216 ..... Advanced Health Information Management ..... 3

OAD 126 ..... Advanced Word Processing..... 3

OAD 211/HPS 105..... Medical Terminology..... 3

OAD 212 ..... Medical Transcription..... 3

OAD 213 ..... Advanced Medical Transcription ..... 3

OAD 214 ..... Medical Office Procedures ..... 3

OAD 215 ..... Health Information Management ..... 3

WKO 107..... Work Place Skills Preparation..... 1

**Total Hours ..... 68**

\*Must be able to keyboard at 35 wpm or successfully complete OAD103.