



Medical Administrative Assistant Associate of Applied Science (A.A.S.)

2018–2019

DESCRIPTION:

The Medical Administrative Assistant A.A.S. degree prepares students to work in medical settings such as hospitals, medical offices, clinics, dental offices, and insurance companies. In addition to administrative courses, students will complete courses focused on health care management, medical terminology, medical reimbursement, and coding. Students will acquire advanced software and team-building skills through application activities, simulations, and internships with opportunities to gain a competitive edge over the competition by earning internationally-recognized Microsoft® and QuickBooks™ certifications. The program's strong focus on critical thinking, analytical problem-solving skills, and ethical decision-making techniques prepares graduates for success in the workplace. For more information, see csc.edu/academics/departments/business-office-administration.

ADMISSION REQUIREMENTS:

This is a non-selective, open-admission program. Placement into ENGL 1100 is required for all courses; placement into MATH 1104 or higher is also required for BOA 1102, BOA 1104, and BOA 1111.

ONGOING REQUIREMENTS:

Students must maintain minimum overall GPA required by the College

OPPORTUNITIES FOR GRADUATES:

Career:

Employment of medical administrative assistants is projected to grow 22 percent from 2016 to 2026, much faster than the average for all occupations. Medical administrative assistants work closely with customers, patients, and staff and often perform billing and insurance processing. Opportunities should be best for applicants with extensive knowledge of business software applications that the Medical Administrative Assistant A.A.S. degree can provide.

Transfer:

This completed degree can be transferred to Ohio University's Bachelor of Technical & Applied Studies, and Ohio University's and Franklin University's Bachelor of Applied Management major.

**DEGREE REQUIREMENTS (MEDICAL ADMINISTRATIVE ASSISTANT A.A.S.):
FIRST SEMESTER**

| Course | Term | Credits | Milestones/Progress Check |
|---|----------|-----------|---------------------------|
| BOA 1101 Word I | AU/SP/SU | 2 | |
| BOA 1103 PowerPoint (incl Microsoft® PowerPoint Certification Exam) | AU/SP/SU | 2 | |
| BOA 1131 Keyboarding & Document Formatting | AU/SP/SU | 2 | |
| BOA 1150 Office Procedures (requires on-campus attendance) | AU/SP | 3 | |
| COLS 1100 First Year Experience Seminar | AU/SP/SU | 1 | |
| ENGL 1100 Composition I | AU/SP/SU | 3 | |
| Semester Credits | | 13 | |

SECOND SEMESTER

| Course | Term | Credits | Milestones/Progress Check |
|--|----------|-----------|---|
| BOA 1102 Excel I | AU/SP/SU | 2 | MLT 1100 requires placement into No Reading Requirement |
| BOA 1132 Advanced Document Formatting | AU/SP/SU | 2 | |
| BOA 1200 Business Language | AU/SP/SU | 2 | |
| BOA 1191 Word II (incl Microsoft® Word Certification Exam) | AU/SP/SU | 2 | |
| MLT 1100 Basic Concepts in Health Care | AU/SP/SU | 2 | |
| MULT 1110 Medical Terminology | AU/SP/SU | 2 | |
| Semester Credits | | 12 | |

THIRD SEMESTER

| Course | Term | Credits | Milestones/Progress Check |
|---|----------|----------|---------------------------|
| BOA 1104 Access (includes Microsoft® Access Certification Exam) | AU/SP/SU | 2 | |
| HIMT 1121 Advanced Medical Terminology | AU/SP/SU | 2 | |
| MATH 1104 Mathematical Concepts for Business (required) | AU/SP/SU | 3 | |
| Semester Credits | | 7 | |

FOURTH SEMESTER

| Course | Term | Credits | Milestones/Progress Check |
|--|----------|-----------|---------------------------|
| BOA 1111 Bookkeeping | AU/SP/SU | 3 | |
| BOA 1172 Excel II (includes Microsoft® Excel Certification Exam) | AU/SP/SU | 2 | |
| BOA Technical Elective | AU/SP/SU | 2 | |
| HIMT 1135 Health Data Management | AU | 3 | |
| HIMT 1265 Medical Reimbursement | AU | 2 | |
| HIMT 1133 Legal Aspects of Health Information | AU | 2 | |
| Semester Credits | | 14 | |

FIFTH SEMESTER

| Course | Term | Credits | Milestones/Progress Check |
|---|----------|-----------|---|
| BOA 2950 Practicum & Seminar (includes internship experience) | AU/SP/SU | 3 | • BOA 2999: Completion of professional portfolio and service-learning related to the administrative field; includes simulated office environment; requires on-campus attendance |
| BOA 2999 Capstone | AU/SP | 3 | |
| HUM Elective (select from list) | AU/SP/SU | 2 | |
| SBS Elective (select from list) | AU/SP/SU | 3 | |
| Natural Science Elective (select from list) | AU/SP/SU | 3 | |
| HIMT 1274 Intro to Medical Coding and Reimbursement | AU/SP/SU | 2 | |
| Semester Credits | | 17 | |
| Total | | 63 | |