



**MEDICAL ADMINISTRATIVE ASSISTANT  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 67  
Major Code: 1.2 520404C

**FIRST YEAR – FALL SEMESTER**

| Dept. No.                         | Hrs. | Gr. |
|-----------------------------------|------|-----|
| BUS 111 Business Mathematics      | 3    | ___ |
| BUS 116 Keyboarding I             | 3    | ___ |
| BUS 127 Electronic Calculating    | 1    | ___ |
| BUS 135 Office Language Skills    | 3    | ___ |
| BUS 215 Medical Terminology I     | 3    | ___ |
| CIS 101 Introduction to Computers | 3    | ___ |
|                                   | 16   | ___ |

**SECOND YEAR – FALL SEMESTER**

| Dept. No.                             | Hrs. | Gr. |
|---------------------------------------|------|-----|
| ACC 100 Business Accounting           | 3    | ___ |
| ALH 101 Cardiopulmonary Resuscitation | 1    | ___ |
| BUS 138 Employment Strategy           | 1    | ___ |
| BUS 205 Word Processing               | 3    | ___ |
| CIS 104 Spreadsheet Design            | 3    | ___ |
| CIS 120 Database Management           | 3    | ___ |
| SPE 115 Speech                        | 3    | ___ |
|                                       | 17   | ___ |

**FIRST YEAR – SPRING SEMESTER**

| Dept. No.                         | Hrs. | Gr. |
|-----------------------------------|------|-----|
| BUS 117 Keyboarding II            | 3    | ___ |
| BUS 128 Machine Transcription     | 3    | ___ |
| BUS 216 Medical Terminology II    | 3    | ___ |
| BUS 236 Records Management        | 1    | ___ |
| BUS 249 Medical Transcription I   | 3    | ___ |
| BUS 270 Medical Office Procedures | 3    | ___ |
|                                   | 16   | ___ |

**SECOND YEAR – SPRING SEMESTER**

| Dept. No.  | Hrs. | Gr. |
|--|------|-----|
| BUS 110 Introduction to Business   | 3    | ___ |
| BUS 235 Business Correspondence  | 3    | ___ |
| BUS 275 Medical Office Coding and Insurance  | 3    | ___ |
| BUS 280 Computer Applications for the<br>Medical Office  | 3    | ___ |
| PSC 131 American Government OR<br>HIS 201 United States History I OR<br>HIS 202 United States History II | 3    | ___ |
| PSY 132 General Psychology   | 3    | ___ |
|  | 18   | ___ |

**Courses offered one semester only:**

- Spring
- BUS 249
- BUS 270
- Bus 275
- BUS 280

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**

**Additional Information:**

This is a two-year program leading to an Associate in Applied Science degree. The Medical Administrative Assistant Program prepares students for office support positions in a doctor's office, clinic, hospital, or other health care-related organizations. Besides exposure to executive secretarial courses, participants gain experience with computer applications, medical terminology, CPR, medical office procedures, and The Medical Manager®.

Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

**Career Opportunities:** Positions as a medical office assistant, medical transcriptionist, and medical receptionist are available in hospitals, clinics, doctors' offices, health care organizations, insurance companies, health foundations, local industries, and state and federal government agencies.