



**MEDICAL ADMINISTRATIVE ASSISTANT
Degree Program**

Career Curriculum 00BUS0012
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 510716C

FIRST YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 116	3	—
BUS 127	1	—
BUS 135	3	—
BUS 215	3	—
CIS 101	3	—
MAT 113	3	—
	<u>3</u>	—
	16	—

BUS 111 Business Mathematics

SECOND YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
ACC 100	3	—
ALH 101	1	—
BUS 110	3	—
BUS 138	1	—
BUS 205	3	—
CIS 104	3	—
SPE 115	3	—
	<u>3</u>	—
	17	—

SPE 116 Interpersonal Communication

FIRST YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 117	3	—
BUS 128	3	—
BUS 216	3	—
BUS 236	1	—
BUS 249	3	—
BUS 270	3	—
	<u>3</u>	—
	16	—

SECOND YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 235	3	—
BUS 275	3	—
BUS 280	3	—
CIS 120	3	—
ECO 201	3	—
	3	—
ENG 101	3	—
	<u>3</u>	—
	21	—

Spring Only Courses:

BUS 249 BUS 275
BUS 270 BUS 280

¹ 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.

² Requires a grade of "C" or higher.

³ Preferred Humanities and Fine Arts electives: HUM 101, LIT 235, LIT 280, PHL 121, SPE 113

The Medical Administrative Assistant AAS Degree (00BUS0012) is the parent program to:

- Medical Billing and Coding Certificate Program (00BUS0020)
- Medical Clerk Certificate Program (00BUS0017)

The minimum general education component for the Associate in Applied Science degree requires satisfactory completion of at least 15 semester credits of coursework distributed over the disciplines of Communications, Mathematics, Arts and Humanities, Physical and Life Sciences, and Social and Behavioral Sciences. The curriculum guide for each Associate in Applied Science degree program will spell out the course requirements or options available for satisfying the general education component. With appropriate justification and in consultation with your academic advisor, a request to substitute a course for one recommended in this guide may be granted with the appropriate approvals from the Department Chair, Dean for Instruction and Vice-President for Instruction. However, no substitutions are allowed in Groups I-III (General Education Component; GECC) of the curriculum guide (see the Associate in Applied Science general degree requirements worksheet in the John A. Logan College Catalog).

Students planning to transfer and pursue a baccalaureate degree should, when given a choice, enroll in the general education course that is IAI GECC approved and articulated with participating Illinois institutions.

*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: Fall 2011
Rev. 05/2012**

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®.

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.