



MEDICAL ADMINISTRATIVE ASSISTANT
Health Care Management Capstone Option at SIUC
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	Keyboarding I ¹	3	___
BUS 127	Electronic Calculating	1	___
BUS 135	Office Language Skills	3	___
BUS 215	Medical Terminology I	3	___
CIS 101	Introduction to Computers	3	___
MAT 113	Introduction to Contemporary Mathematics	3	___
		<u>16</u>	

SECOND YEAR – FALL SEMESTER

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting	3	___
ALH 101	Cardiopulmonary Resuscitation	1	___
BUS 110	Introduction to Business	3	___
BUS 138	Employment Strategy	1	___
BUS 205	Word Processing	3	___
CIS 104	Spreadsheet Design	3	___
SPE 115	Speech OR	3	___
	SPE 116 Interpersonal Communication	17	___

FIRST YEAR – SPRING SEMESTER

Dept. No.		Hrs.	Gr.
BUS 117	Keyboarding II ¹	3	___
BUS 128	Machine Transcription	3	___
BUS 216	Medical Terminology II	3	___
BUS 236	Records Management	1	___
BUS 249	Medical Transcription I ²	3	___
BUS 270	Medical Office Procedures	3	___
		<u>16</u>	

SECOND YEAR – SPRING SEMESTER

Dept. No.		Hrs.	Gr.
BUS 235	Business Correspondence	3	___
BUS 275	Medical Office Coding and Insurance	3	___
BUS 280	Computer Applications for Medical Office	3	___
CIS 120	Database Management	3	___
ECO 202	Introduction to Microeconomics	3	___
ENG 101	English Composition I ²	3	___
	Humanities and Fine Arts elective ³	3	___
		<u>21</u>	

Spring Only Courses:

BUS 249
 BUS 270
 BUS 275
 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 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

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.