



John A. Logan College

# Associate in Applied Science

Toward a Degree in

## Medical Administrative Assistant

Career Curriculum 00BUS0012

Minimum Hours: 61

Major Code: 1.2 510716C

Effective Date: Fall 2019

### FIRST YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
ORI	100	College 101	1	_____
BUS	116	Keyboarding <sup>1</sup>	3	_____
BUS	135	Office Language Skills	3	_____
HIT	217	Medical Terminology	3	_____
BUS	255	Customer Service	3	_____
CIS	101	Introduction to Computers <sup>2</sup> OR CIS 207 Computer Applications for Business <sup>2</sup>	3 16	_____

### NOTES AND INFORMATION

Fall Only Courses:	Spring Only Courses:
BUS 255 HIT 206	BUS 270 BUS 280 CIS 105

<sup>1</sup> Proficiency exams are available for BUS 116 (requiring a production test as well as 40 wpm with no more than three errors on a three-minute straight-copy timing). See your advisor or the chairperson of the Business Department for information.

<sup>2</sup> Students pursuing the Health Care Management Capstone Option at SIUC or a baccalaureate degree at another institution should take CIS 207, MAT 113 and SPE 115.

<sup>3</sup> Requires a grade of "C" or higher.

<sup>4</sup> Preferred IAI Humanities and Fine Arts electives: LIT 235, LIT 280, PHL 121, SPE 113

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

- 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.

**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.

*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.*

### FIRST YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	235	Business Communication	3	_____
BUS	270	Medical Office Procedures	3	_____
CIS	105	Current Operating Systems/Security	3	_____
ENG	101	English Composition <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>3</sup>	3	_____
MAT	113	OR MAT 112 Introduction to Contemporary Mathematics <sup>2</sup> OR BUS 111 Business Mathematics <sup>2</sup>	3 15	_____

### SECOND YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
ALH	101	Cardiopulmonary Resuscitation	1	_____
BUS	222	Legal/Social Environment of Business	3	_____
CIS	104	Spreadsheet Design	3	_____
CIS	110	Introduction to Word Processing	2	_____
HIT	206	Medical Insurance & Billing Procedures	3	_____
COM	115	Speech <sup>2</sup> OR COM 116 Interpersonal Communication <sup>2</sup>	3 15	_____

### SECOND YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
ACC	100	Business Accounting	3	_____
BUS	280	Computer Applications for the Medical Office	3	_____
CIS	120	Database Management	3	_____
ECO	201	Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3	_____
IAI Humanities OR IAI Fine Arts Elective <sup>4</sup>			3 15	_____