ASSOCIATE OF APPLIED SCIENCE DEGREE

Medical Administrative Assistant

The medical profession is rapidly changing, and with these changes comes the need for highly skilled support personnel. Crowder's Associate of Applied Science Medical Administrative Assistant degree is designed to prepare individuals for employment as office support staff and medical transcriptionists in a variety of health care settings including private medical practices, hospitals, clinics, public health departments, government agencies, or insurance firms. Students develop important career skills in typing/transcription, document filing/processing, medical billing and coding, medical records handling, and medical office procedures. It provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

*All students pursing this degree must take and pass the approved Technical Skills Assessment (TSA) prior to graduating.

Orientation 1 hou	
Communications	* ******
	tten Communications 6 hours from the following
ENC	(-)
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ENC	21 22 21 21 2 3 (2)
	Communications 3 hours
SPC	CH 101* Fundamentals of Speech (3)
Mathematics	3 hours
BSA	D 121* Business Mathematics (3)
Missouri Constitu	ution 3 hours from the following
PLS	C 103, 104* National, State, Local Government (3)
HIS	Γ 106 U.S. History I (3)
Business Core	13 hours
Business Core	10.1104110
	GT 223 Business Ethics (3)
ВМО	223 Business Ethics (3) D 103 Professional Development (2)
BM0 BSA	223 Business Ethics (3) D 103 Professional Development (2) D 125 Business Computer Apps (3)
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BM0 BSA BSA OA Medical Administ ACC BSA	223 Business Ethics (3) D 103 Professional Development (2) D 125 Business Computer Apps (3) D 130 Business Communications* (3) 233 Medical Office Internship (2) Prative Assistant Core 33 hours CT 101 Practical Accounting (3) OR ACCT 201 Principles of Accounting I (3) D 219 Database Management* (3)
BM0 BSA BSA OA Medical Administ ACC BSA HIT	223 Business Ethics (3) D 103 Professional Development (2) D 125 Business Computer Apps (3) D 130 Business Communications* (3) 233 Medical Office Internship (2) Trative Assistant Core 33 hours CT 101 Practical Accounting (3) OR ACCT 201 Principles of Accounting I (3) D 219 Database Management* (3) 220 ICD Coding* (3)
BM0 BSA BSA OA Medical Administ ACC BSA HIT	223 Business Ethics (3) 103 Professional Development (2) 125 Business Computer Apps (3) 130 Business Communications* (3) 233 Medical Office Internship (2) **rative Assistant Core 33 hours** 101 Practical Accounting (3) OR ACCT 201 Principles of Accounting I (3) 219 Database Management* (3) 220 ICD Coding* (3) 230 CPT Coding* (3)
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BM0 BSA BSA OA Medical Administ ACC BSA HIT HIT OA OA	223 Business Ethics (3) 103 Professional Development (2) 105 Development (2) 106 Development (2) 107 Development (2) 108 Professional Development (2) 109 Development (3) 100 Development (3) 100 Professional Development (2) 101 Professional Development (3) 101 Practical Accounting (3) OR ACCT 201 Principles of Accounting I (3) 102 Development (3) 103 Professional Development (3) 104 Principles of Accounting I (3) 105 Principles of Accounting I (3) 106 Principles of Accounting I (3) 107 College Keyboarding (3)
BM0 BSA BSA OA Medical Administ ACC BSA HIT HIT OA OA	223 Business Ethics (3) 103 Professional Development (2) 105 Business Computer Apps (3) 106 D 130 Business Communications* (3) 233 Medical Office Internship (2) 107 Trative Assistant Core 108 ACCT 201 Principles of Accounting I (3) 219 Database Management* (3) 220 ICD Coding* (3) 230 CPT Coding* (3) 102 Filing Systems and Records Management (3) 107 College Keyboarding (3) 115 Customer Service (3)
BMC BSA BSA OA Medical Administ ACC BSA HIT HIT OA OA OA	223 Business Ethics (3) D 103 Professional Development (2) D 125 Business Computer Apps (3) D 130 Business Communications* (3) 233 Medical Office Internship (2) Prative Assistant Core 33 hours CT 101 Practical Accounting (3) OR ACCT 201 Principles of Accounting I (3) D 219 Database Management* (3) 220 ICD Coding* (3) 230 CPT Coding* (3) 102 Filing Systems and Records Management (3) 107 College Keyboarding (3) 115 Customer Service (3) 200 Word processing (3)

^{*}Prerequisite requirement