

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 pursuing this degree must take and pass the approved Technical Skills Assessment (TSA) prior to graduating. A fee will be charged for this test.

Orientation 1 hour	
COLL	101 College Orientation (1)
Communications 9 hours	
Written Communications 6 hours from the following	
ENGL	101* English Composition (3)
ENGL	102* Advanced English Composition (3) OR ENGL 104*
ENGL	203* Technical Report Writing (3)
Oral Communications 3 hours	
COMM	104* Fundamentals of Speech (3)
Mathematics 3 hours	
BSAD	121* Business Mathematics (3)
Missouri Constitution 3 hours	
PLSC	103*, 104* National, State, Local Government (3)
HIST	106* U.S. History I (3)
Business Core 13 hours	
BMGT	223 Business Ethics (3)
BSAD	103 Professional Development (2)
BSAD	125 Business Computer Apps (3)
BSAD	130* Business Communications (3)
OA	233 Medical Office Internship (2)
Medical Administrative Assistant Core 33 hours	
ACCT	101 Practical Accounting (3) OR ACCT 201 Principles of Accounting I (3)
BSAD	219* Database Management (3)
HIT	220* ICD Coding (3)
HIT	230* CPT Coding (3)
OA	102 Filing Systems and Records Management (3)
OA	107 College Keyboarding (3)
OA	115 Customer Service (3)
OA	200* Word processing (3)
OA	212 Medical Office Procedures (3)
OA	215 Medical Terminology (3)
Elective 3 Hrs	
Electives can be taken from ACCT, BMGT, OA, BSAD, HIT or SPAN 111	

*Prerequisite requirement

Effective Fall 2016