

Update #: 35  
Title: Medical Office Administrative Assistant CSC  
Type: PDCCC has removed the "fast track" from this career studies certificate. Course prerequisites for entry to the program have also been removed.  
Effective: January 1, 2017

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## MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

Program: Medical Office Administrative Assistant  
Award: Career Studies Certificate  
Plan Code: 221-285-89  
Length: 27 credit hours  
Program Head: Cinda Schmitt

**Purpose:** This program is designed for persons seeking employment in medical office operations.

**Occupational Objective:** This program prepares students to be Medical Office Administrative Assistants.

**Student Learning Outcomes:** Upon completion of this program, graduates will possess the knowledge and skills to obtain a position in a medical office setting.

**Admissions Requirements:** Students must meet the general admission requirements established by the College. In addition, entry into the Medical Office Administrative Assistant program requires proficiency in reading and mathematics. Students who are not proficient will be advised to take developmental courses offered by the College.

**Special Conditions:** Technologies change rapidly, and courses more than 5 years old at time of graduation are evaluated for relevancy to the certificate.

**Program Requirements:** A minimum grade of a "C" must be earned on all AST, ITE, MDA courses.

**Medical Office Administrative Assistant - Fast Track CSC (221-285-89)**  
*sample schedule*

**Pre-requisites: MTE 2, AST 102, and AST 141**

<b>Fall Term</b>		
ITE 115	Intro to Computer Applications	3
AST 271	Medical Office Procedures	3
HLT 143	Medical Terminology I	3
MDA 208	Medical Coding (1st -8 weeks)	2
MDA 209	Medical Insurance (2nd -8 weeks)	2
MDA 207	Medical Law & Ethics (1st -8 weeks)	<u>2</u>
	<b>Total</b>	<b>15</b>
<b>Spring Term</b>		
HLT 144	Medical Terminology II	3
AST 234	Records and Database Mgt	3
AST 236	Specialized Software	3
HIM 195	E-Health Records (1st -8 weeks-online)	1
AST 195	Customer Service(2nd -8 weeks-online)	1
ACC 110	Computerized Accounting (1st -8 weeks-online)	<u>1</u>
	<b>Total</b>	<b>12</b>
	<b>Total Minimum Credits</b>	<b>27</b>