MEDICAL OFFICE ASSISTANT ASSOCIATE IN APPLIED SCIENCE DEGREE (SMED D190)

FCC	LTC	✓ OCC	WVC

The Medical Office Assistant degree program is designed to prepare medical office assistants, medical transcriptionists, medical receptionists, and other related personnel to meet the needs of area and national medical offices. In this area, jobs are available in hospitals, clinics, doctors' offices, insurance companies, health foundations, local industries, and Illinois state and U.S. governmental agencies. The demand for well-trained medical office assistants is increasing due to the expansion of medical services, medical agencies, and the increase of required medical records maintenance.

Medical Office Assistant students must pass all courses in the program with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program.

First Semester   **Credit Hours 16**

BOC	1206	Employment Methods	1
DAP	1201	Business Computer Systems	3
DAP	2202	Word Processing I	3
ENG	1111	Composition I[1]	3
HEA	1225	Intro to Medical Terminology	V3
HEA	2215	Electronic Med Records Mgmt	3

Second Semester   **Credit Hours 19**

BOC	2262	Medical Office Procedures	4
BOC	2263	Medical Transcription I	3
DAP	1236	Keyboarding Essentials	3
ENG	1212	Technical Writing[1]	V3
HEA	1212	Clinical Processes	3
LSC	2264	Anatomy for Healthcare	3

Third Semester   **Credit Hours 15**

BOC	2268	Medical Office Seminar I	V1
BOC	2269	Medical Office Internship I	V2
CIS	1278	Spreadsheet	V3
HEA	2216	Legal Aspects of Health Info	3
HEA	2264	Medical Insurance & Coding I	3
PSY	1101	General Psychology I[1]*	3

Fourth Semester   **Credit Hours 18**

BOC	2202	Professional Portfolio	2
BOC	2270	Med Ofc Internship/Seminar II	V3
CIS	1286	Database	V3
HEA	2210	Healthcare Statistics **OR**	
MTH	1131	Introduction to Statistics[1]	4
HEA	2266	Medical Insurance & Coding II	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Total Credit Hours   **68**

[1]General Education Hours (16)
*This course satisfies the IECC human diversity requirement.