

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

FCC	LTC	<b>✓ OCC</b>	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.

<b>First Semester</b>	<b>Credit Hours 16</b>
BOC 1206 Employment Methods	1
DAP 1201 Business Computer Systems	3
DAP 2202 Word Processing I	3
ENG 1111 Composition I <sup>1</sup>	3
HEA 1225 Intro to Medical Terminology	V3
HEA 2215 Electronic Med Records Mgmt	3

<b>Second Semester</b>	<b>Credit Hours 19</b>
BOC 2262 Medical Office Procedures	4
BOC 2263 Medical Transcription I	3
DAP 1236 Keyboarding Essentials	3
ENG 1212 Technical Writing <sup>1</sup>	V3
HEA 1212 Clinical Processes	3
LSC 2264 Anatomy for Healthcare	3

<b>Third Semester</b>	<b>Credit Hours 15</b>
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 <sup>1*</sup>	3

<b>Fourth Semester</b>	<b>Credit Hours 18</b>
BOC 2202 Professional Portfolio	2
BOC 2270 Med Ofc Internship/Seminar II	V3
CIS 1286 Database	V3
HEA 2210 Healthcare Statistics <sup>1</sup>	4
HEA 2266 Medical Insurance & Coding II	3
SPE 1101 Fundamentals of Effective Speaking <sup>1</sup>	<u>3</u>

**Total Credit Hours** **68**

<sup>1</sup>General Education Hours (16)

\*This course satisfies the IECC human diversity requirement.