



DAVIS COLLEGE

4747 Monroe Street
 Toledo, OH 43623
 419.473.2700
 800.477.7021
 learn@daviscollege.edu
 www.daviscollege.edu

Medical Administrative Assistant Associate Degree

This program prepares graduates to work as an administrative assistant in a medical environment as part of a medical office team. Students are provided the opportunity to develop and enhance marketable medical and office skills in a variety of applications.

Upon completion of the Associate of Applied Business degree with a major in Medical Administrative Assistant, the Davis College graduate will be prepared to:

Operate computers using current software and technology to produce a variety of professional documents used in business and medical environments.

Utilize language arts skills and medical terminology to produce usable, work-related documents.

Perform medical office procedures such as answering phones, scheduling appointments, organizing patient records, communicating with patients, and processing medical billing for collections.

Utilize electronic health records accurately and effectively.

Keyboard at a minimum rate of 30 NWPM on a 5-minute timing.

Develop a professional portfolio.

Apply the principles and intentions of the General Education and the Business Core purposes.

Program Outline

Course No.	Course Title	Cr. Hrs.
OAM108	Proofreading and Voice Recognition	3
OAM126	Administrative Office Procedures	4
OAM219	Administrative Professional Capstone	2
OAM221	Administrative Professional Externship	3
OAM223	Business Communications	4
CAS120*	Word Processing	3
CAS222	Medical Word Processing	3
MED101*	Medical Terminology	3
MED112	Medical Law and Ethics	3
MED114	Basic Insurance and Coding	4
MED132	Electronic Health Records	2
MED134	Practice Management Software	2
CAS122*	Spreadsheet Applications	3
CAS212	Advanced Spreadsheet Applications	3
CAS138	Presentation Graphics	3
ACC101	Accounting Principles I	4
ACC102	Accounting Principles II	4
MGT102	Introduction to Business	5
COM121	Composition I	5
COM122	Composition II	4
COM---	Communication Elective (COM201 or COM202)	4
HUM---	Humanities Elective	3
MTH102	Introductory Algebra I	5
SSC201	Economics	4
SSC---	Social Science Elective	4
IDS110†	Forum on Technology and Resources	4
Total Program Credit Hours		91

*Foundation courses required as part of the 45 hours completed before Mid-Program Assessment.