Associate in Science

Information Technology Program
Administrative Assistant Concentration – Medical Track

To graduate in the Information Technology Program – Administrative Assistant Concentration - Medical Track, a student must complete the following required course of study.

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
General Education						
COM103	Human Communication	3	ENL010 or ESL102	every		
ENL101	English Composition I	3	ENL050 or ESL201	every		
ENL102	English Composition II	3	A grade of C or higher in ENL101	every		
PSY101	General Psychology	3	ENL020, ENL050	every		
	Fine and Performing Arts (or) Language Arts	3				
	Mathematics (or) Natural Science	3/4				
	Social Science	3				
Professional Education						
GIT101	Typing I*	3		-		
GIT110	Microcomputer Applications Software	3	ENL020, ENL050, GIT102	-		
GIT106 (or) ACC111	Office Accounting (or) Accounting I with Computer Applications	3	MAT030, ENL020 (or) MAT020, ENL020	-		
GIT105	Office Communication Systems	3	ENL020 & ENL050	Fall		
BUS100	Introduction to Business	3				
GIT150	Database Applications	3	GIT120, GIT108 or GIT110	-		
BIT103	Medical Terminology	3	ENL020, ENL050	-		
GIT220	Advanced Word Processing Applications	3	GIT120 or GIT110	-		
BIO105	Survey of Human Anatomy and Physiology	4	MAT020, ENL020, ENL050	every		
BIT202 (or) BIT261	Standard Office Procedures (or) IT Cooperative Work Experience	3	GIT110 or GIT120 (or) Permission of IT program coordinator	Spring		
BIT207	Medical Coding and Billing	3	BIT103			
BIT203	Medical Office Procedures	3	BIT103 and GIT120 or GIT110	Spring		
BUS120	Business Law	3				
Total Credits:		**61/62**				

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Overview: Students gain an understanding of medical procedures, medical terminology, and a conceptual and practical understanding of a computerized office environment in a medical setting. Students progress from basic keyboarding and word processing to advanced information processing and office procedures.

Career Outlook: Students completing the Medical Administrative Assistant track are prepared to provide administrative support in a variety of medical office and allied health services environments.

Program Outcomes: Upon completion of the Information Technology program, students will be able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems
- Assume positions in a variety of information and office technology careers
- Work well with teams in a information or office technology setting
- Transfer to baccalaureate programs.

* If waived, must be replaced with a Business elective.