

# 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
<b>General Education</b>						
ENL101	English Composition I	3	Appropriate scores in Reading Comprehension & in Sentence Skills on CPT or grade of C or better in ENL020 & ENL050 or ESL201	Fall, Spring, Summer		
COM103	Human Communication	3	ENL010 or ESL102 or satisfactory basic skills assessment score	Fall, Spring, Summer		
PSY101	General Psychology	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
	Behavioral and Social Sciences	3				
BIO105	Survey of Human Anatomy & Physiology	4	(MAT020 or MAT025), ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3 (or) 4				
BIT103	Medical Terminology	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
<b>Professional Education</b>						
GIT101	Typing I*	3	None	Fall, Spring		
GIT110	Microcomputer Applications Software	3	ENL020 & ENL050 or satisfactory basic skills assessment score & (GIT101, GIT102 or 30wpm)	Fall, Spring, Summer		
ACC111 (or) ACC201	Accounting I with Computer Applications (or) Financial Accounting	3	(MAT020 or MAT025) & ENL020 or satisfactory basic skills assessment score (or) (BUS100 or HRM140), GIT110, (MAT030 or MAT035) & ENL020 or satisfactory basic skills assessment scores	Fall, Spring Fall, Spring, Summer		
GIT105	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring		
BUS100	Introduction to Business	3	None	Fall, Spring, Summer		
GIT150	Database Applications	3	GIT108 or GIT110 or equivalent skill level in Windows	Fall, Spring		
BUS120	Business Law I	3	None	Fall, Spring, Summer		
GIT220	Advanced Word Processing Applications	3	GIT110	Spring		
BIT202 (or) BIT261	Standard Office Procedures (or) IT Cooperative Work Experience	3	GIT110 (or) Completion of at least 2 semesters of business & IT courses and/or comparable practical work experience. Permission of IT Coordinator	Spring Fall, Spring, Summer		
BIT203	Medical Office Procedures	3	GIT110 & BIT103	Spring		
BIT207	Medical Coding and Billing	3	BIT103	Fall, Spring		
	Information Technology elective**	3				
	Business elective	3				
<b>Total Credits:</b>		<b>61/62</b>				

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

\*\*Any course with a BIT, GIT or CSC designation.

**Business Electives:** Any course with an ACC, BIT, BUS, CUL, ENT, GIT, HRM or MKT designation

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## **Information Technology Program- Administrative Assistant Concentration Overview**

Students in the Administrative Assistant concentration acquire a wide range of computer, communication, and organizational skills that prepare them for support positions in a modern office setting. Students enrolled in this concentration choose from the General or Medical tracks.

### **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 – Administrative Assistant Concentration – Medical Track, students are 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 an information or office technology setting.
- Transfer to baccalaureate programs.