

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

MEDICAL ADMINISTRATIVE ASSISTANT

91 CREDIT HOURS DEGREE

This program is not offered at the Minneapolis Learning Site.

OBJECTIVES

To provide students the necessary skills, knowledge, and abilities to allow the Medical Administrative Assistant to be employed as an allied health professional performing the duties of a medical secretary or administrative assistant in a health care environment. To provide evidence of competencies in communications, social sciences, humanities and fine arts, analytical and inferential reasoning, and computational skills as well as the ability to learn on one's own.

CORE REQUIREMENTS

Class #	Class Name	Credits
BS110	Business Communications	4
BS150	Business Writing	4
CS111	Computer Information Systems	3
CS131	MS Office Professional I	3
CS256	MS Office Professional II	3
KY100	Keyboarding I	3
KY150	Keyboarding II	3
KY200	Keyboarding III	3
MA100	Medical Terminology	4
MA110	Anatomy and Physiology	5
MA120	Health Care Law and Ethics	4
OA160	Medical Transcription	3
OA170	Medical Office Procedures I	4
OA270	Medical Office Procedures II	3
PD100	Student Success	1
PD250	Career Development	1
	Electives approved through Dean of Students	10
Total Core Minimum Requirement		61

Note: Students may be required to take Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based on competency exam scores.

GENERAL EDUCATION REQUIREMENTS

To attain a degree, students must be well grounded in the liberal arts. Students pursuing an A.A.S. degree are required to earn a minimum of thirty (30) credits from the four liberal arts disciplines listed below. A minimum of three (3) credits must be earned within each discipline.

LIBERAL ARTS REQUIREMENTS

Class #	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM220	Art of Persuasion	4
CM230	Mass Communication	4
CM320	Writing & Research	4
SOCIAL SCIENCE		
SS116	Introduction to Psychology	4
SS130	Law in Society	4
SS140	Interpersonal Relations (required)	4
SS145	Introduction to Macroeconomics	4
SS200	Introduction to Microeconomics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS230	Psychology of Personality	4
SS311	Human Behavior	4
SS330	Comparative Economic Systems	4
SS360	Abnormal Psychology	4
NATURAL SCIENCE & MATHEMATICS		
NS100	Biology	5
NS110	Environmental Issues	5
NS116	College Algebra I	4
NS120	Earth Science	5
NS125	Chemistry Today *	5
NS135	Microbiology	4
NS140	Anatomy & Physiology I	4
NS150	Anatomy & Physiology II	4
NS216	College Algebra II	4
NS301	Statistics I	5
NS350	Statistics II	5
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU150	Introduction to Literature	4
HU200	Art in the Modern World	4
HU230	Spanish II	4
HU310	The Novel	4
HU315	World Literature	4
Total Liberal Arts Minimum Requirement		30
Total Credit Requirement		91

* Offered only at Richfield Campus