

■ MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY (MDAD)

ASSOCIATE IN SCIENCE (A.S.) DEGREE

Knight Campus, Warwick only

Program offered during daytime only

The Medical Administrative Assistant/Secretary program prepares students to perform administrative and clinical duties. Some responsibilities encountered by graduates include preparing medical correspondence, assisting physicians with medical reports and histories and arranging for patient hospitalization, including insurance and billing practices. This is currently considered one of the fastest-growing occupations.

This program provides highly technical training necessary for a competent medical assistant/secretary. In their last semester, students are given the opportunity to work in a local medical office.

While some courses in this program are offered evenings, this program is available primarily during the daytime only.

GENERAL EDUCATION REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> BIOL 1110 P	Introduction to Pharmacology	1
<input type="checkbox"/> BIOL 1070 P	Anatomy and Physiology	3
<input type="checkbox"/> BIOL 1080 P	Clinical Procedures (fall only)	3
<input type="checkbox"/> ENGL 1010*	Composition I	3
<input type="checkbox"/> ENGL 1400	Business Writing for Office Professionals	3
<input type="checkbox"/> MATH 1600*	Business Math	3
<input type="checkbox"/> PSYC 1030	Psychology of Personal Adjustment	3
<input type="checkbox"/> Social Science Elective**^	See pg. 17 for list of courses that meet this requirement	3
Total General Education Electives		22

*Placement test required

**SPCH 1100 strongly recommended

^Humanities

C Corequisite: Course required before taking, or while taking, this course. See course description.

P This course has a prerequisite. See Course Descriptions section for class hours, prerequisites and corequisites.

TIP:

Full-time students should take the following courses:

First semester: OFTD 1120, OFTD 1250, 1130, 1370; ENGL 1400 (17 credits);

Second semester: MATH 1600; OFTD 1140, 1170, 1180, 1220, 1280 (17 credits);

Third semester: BIOL 1070, 1080; MEDL 2350, 2360, 2380; OFTD 1190; PSYC 1030 (17 credits);

Fourth semester: ADAS 2620 **OR** MEDL 2910; BIOL 1110; ENGL 1010; MEDL 2410, 2460, 2480; Social Science Elective (19-20 credits)

MAJOR REQUIREMENTS

COURSE NO.	COURSE TITLE	CREDITS
<input type="checkbox"/> ADAS 2620 OR MEDL 2910 P	Office Administration Career Development OR Medical Cooperative Work Experience	3-4
<input type="checkbox"/> MEDL 2350	Medical Terminology	2
<input type="checkbox"/> MEDL 2360 C	Medical Document Processing	2
<input type="checkbox"/> MEDL 2380 C	Medical Office Transcription I	3
<input type="checkbox"/> MEDL 2410	Medical Insurance Billing	3
<input type="checkbox"/> MEDL 2460 P	Medical Office Administration	3
<input type="checkbox"/> MEDL 2480 P	Medical Office Transcription II	2
<input type="checkbox"/> OFTD 1120	Microcomputer Keyboarding	3
<input type="checkbox"/> OFTD 1130	Editing Skills for Office Communications I	2
<input type="checkbox"/> OFTD 1140	Office Technology and Procedures I	3
<input type="checkbox"/> OFTD 1170 P	Office Transcription I	2
<input type="checkbox"/> OFTD 1180	Speech Recognition Software Applications I	1
<input type="checkbox"/> OFTD 1190 P	Speech Recognition Software Applications II	1
<input type="checkbox"/> OFTD 1220 P	Microsoft Office Applications I	4
<input type="checkbox"/> OFTD 1250	Office Accounting	3
<input type="checkbox"/> OFTD 1280	Editing Skills for Office Communications II	3
<input type="checkbox"/> OFTD 1370	Business File Management	2
Total Major Requirements Credits		42-43

Total Program Credits

64-65