

**MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY (MDAD)
ASSOCIATE IN SCIENCE (A.S.) DEGREE**

Knight Campus, Warwick 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.

General Education Requirements

COURSE NO.		COURSE TITLE	CREDITS
BIOL 1110	P	Introduction to Pharmacology	1
BIOL 1070*		Human Anatomy and Physiology	3
BIOL 1080	P	Clinical Procedures <i>(fall only)</i>	3
ENGL 1010*		Composition I	3
ENGL 1400		Business Writing for Office Professionals	3
MATH 1600*		Business Mathematics	3
PSYC 1030		Psychology of Personal Adjustment	3
Social Science Elective**		See page 17 for complete listing of courses that meet this requirement.	3
Total General Education Credits			22

IMPORTANT:

Full-time students should take the following courses:

First semester: OFTD 1105, 1120, 1250, 1130, 1370; ENGL 1400

Second semester: MATH 1600; OFTD 1140, 1170, 1180, 1220, 1280

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

Fourth semester: ADAS 2620 **OR** MEDL 2910; BIOL 1110; ENGL 1010; MEDL 2410, 2460, 2480; Social Science Elective

Major Requirements

COURSE NO.		COURSE TITLE	CREDITS
ADAS 2620		Office Administration Career Development	3-4
OR MEDL 2910	P	OR Medical Cooperative Work Experience	
MEDL 2350		Medical Terminology	2
MEDL 2360	P OR C	Medical Document Processing	2
MEDL 2380	C	Medical Office Transcription I	3
MEDL 2410		Medical Insurance Billing	3
MEDL 2460	P	Medical Office Administration	4
MEDL 2480	P	Medical Office Transcription II	2
OFTD 1105		Essential Note-taking Skills	1
OFTD 1120		Microcomputer Keyboarding OR Challenge Exam	3
OFTD 1130		Editing Skills for Office Communications I	2
OFTD 1140		Office Technology and Procedures I	3
OFTD 1170	P	Office Transcription I	2
OFTD 1180		Speech Recognition Software Applications I	1
OFTD 1190	P	Speech Recognition Software Applications II	1
OFTD 1220	P	Microsoft Office Applications I	4
OFTD 1250		Office Accounting	2
OFTD 1280		Editing Skills for Office Communications II	3
OFTD 1370		Business File Management	2
Total Major Requirements Credits			43-44
Total Program Credits			65-66

* Placement test required.

** SPCH 1100 strongly recommended.

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