

# OFFICE TECHNOLOGY/MEDICAL ADMINISTRATIVE ASSISTANT AAS DEGREE

---

Medical administrative assistants compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Process, maintain, compile and report patient information for health requirements and standards in a manner consistent with the health care industry's numerical coding system.

- Degree Type: AAS
- All required courses available online
- TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>): required

In order to become eligible to earn the Office Technology/Medical Administrative Assistant AAS, students are to complete one of the following:

- **Medical Transcription Certificate + 6 hours of approved electives; or**
- **Medical Office Management Certificate + 6 hours of approved electives**

**Plus the following courses:**

Course	Title	Hours
<b>General Education</b>		
ENGL-1301	Composition I	3
EDUC-1300	Learning Framework	3
MATH-1332	Contemporary Mathematics (quantitative Reasoning)	3
Lang./Phil./Culture or Creative Arts		3
ECON-2301	Principles of Macroeconomics	3
<b>Hours</b>		<b>15</b>
<b>Term One</b>		
BMGT-1341	Business Ethics	3
POFT-1301	Business English	3
MDCA-1313	Medical Terminology	3
BMGT-1327	Principles of Management	3
<b>Hours</b>		<b>12</b>
<b>Term Two</b>		
BCIS-1305	Business Computer Applications (Or Program Elective if already taken)	3
MRMT-1307	Medical Transcription I	3
POFM-1300	Basic Medical Coding (or program elective if already taken)	3
POFT-1321	Business Math	3

POFM-1327	Medical Insurance (or program elective if already taken)	3
<b>Hours</b>		<b>15</b>
<b>Term Three</b>		
ACNT-1303 or POFM-1380	Introduction to Accounting I or Coop Education, Medical Admin/Exec Assistant & Medical Secretary	3
POFI-2301	Word Processing	3
ITSW-1304	Introduction to Spreadsheets	3
POFM-1317	Medical Administrative Support (front Office)	3
<b>Hours</b>		<b>12</b>
<b>Term Four</b>		
Approved Program Elective		3
Approved Program Elective		3
<b>Hours</b>		<b>6</b>
<b>Total Hours</b>		<b>60</b>

### Office Technology/Medical Administrative Assistant Electives

Code	Title	Hours
BMGT-1325	Office Management	3
BUSG-2309	Small Business Management	3
MRMT-2333	Medical Transcription II	3
POFT-1309	Administrative Office Procedures I	3
POFT-2312	Business Correspondence and Communication	3
POFI-2331	Desktop Publishing	3