

ASSOCIATE OF APPLIED SCIENCE  
**MEDICAL ADMINISTRATIVE ASSISTANT (2059)**

TOTAL CREDIT HOURS REQUIRED: 60-61

**YEAR 1**

**First Semester**

Computation General Education Course (See 1 Below) ----- 3  
 POFT 1301 Business English -----3  
 POFT 1313 Professional Development for Office Personnel -----3  
 \*ITSW 1301 Introduction to Word Processing -----3

**Second Semester** -----

POFT 2312 Business Correspondence and  
 Communication -----3  
 \*POFT 2301 Intermediate Keyboarding **OR**  
 POFI 2340 Advanced Word Processing -----3  
 \*ACCT 2301 Principles of Accounting I -----4  
 POFT 1319 Records & Information Management I -----3

**Summer Session**

Mathematics **OR** Natural Sciences (See 2 Below) ----- 3  
 Humanities/Fine Arts General Ed Course (See 4 Below) ----- 3

**YEAR 2**

**First Semester**

HITT 1305 Medical Terminology I -----3  
 POFM 1317 Medical Administrative Support -----3  
 POFM 1302 Medical Software Applications -----3  
 POFM 2333 Medical Document Production -----3  
 POFI 1191 Special Topics in Information Processing/  
 Data Entry Technician -----1

**Second Semester**

Communication General Education Course (See 5 Below) ----- 3  
 POFT 1309 Administrative Office Procedures I -----3  
 POFT 1220 Job Search Skills -----2  
 Social or Behavioral Science Gen Ed Course (See 3 Below) ----- 3

**Summer Session**

POFM 2386 Internship - Medical Administrative Assist. -----3  
 ITSW 1304 Introduction to Spreadsheets-----3  
**TOTAL CREDIT HOURS ----- 46 -----15**

Suggested Electives:

- (1) COSC 1301
- (2) Select one course: MATH 1314, 1325, 1333, 1442, 2412, 2413, 2414, 2415, or BIOL 1408 or 1409
- (3) Select one course: PSYC 2301, SOCI 1301, or ECON 2301 or 2302, GOVT 2301-2306, HIST 1301 or 1302
- (4) Select one course: ARTS 1301, DRAMA 1300-2499, ENGL 1302, HIST 2311 or 2312, HUMA 1301 or 1302, MUSI, PHIL 2303, SPCH 1321
- (5) Select one course: ENGL1301-1302, Foreign Language 1411-2316, READ 1370, SPCH 1311-2341

\*Prerequisite(s): Course Placement Guide (see advisor) Students with fewer than 25 wpm must take POFT 1329.