

MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA

Name: _____ SS#: _____
 Last First Middle/Maiden

Address: _____
 P.O. Box/Street City State Zip

Home Phone: _____ Cell/Alternate Phone: _____ Advisor: _____

FIRST SEMESTER		Hours	Grade	Date Completed
***OST 110	Document Formatting and Word Processing	3		
*OST 230	Medical Records and Data Management OR	3		
OST 160	Records and Database Management	(3)		
OST 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
ENG 101	Writing I OR	3		
OST 108	Editing Skills for Office Professionals	(3)		
_____	Computer Literacy	3		
TOTAL CREDIT HOURS		15		

SECOND SEMESTER		Hours	Grade	Date Completed
BIO 130	Aspects of Human Biology OR	3		
AHS 109	Introduction to Body Structure and Function OR	(4)		
BIO 135	Basic Anatomy and Physiology with Lab OR	(4)		
BIO 137	Human Anatomy and Physiology with Lab AND	(4)		
BIO 139	Human Anatomy and Physiology II	(4)		
OST 235	Business Communications Technology	3		
OST 210	Advanced Word Processing Application	3		
OST 104	Introduction to Medical Insurance	3		
OST 213	Business Calculations for Office Professionals OR	3		
MT 105	Business Mathematics	(3)		
_____	Higher Level Math	(3)		
TOTAL CREDIT HOURS		15-20		

THIRD SEMESTER		Hours	Grade	Date Completed
OST 106	Introduction to Medical Transcription	3		
ACT 101	Fundamentals of Accounting I OR	3		
ACC 201	Financial Accounting I	(3)		
OST 227	Medical Office Software	3		
*OST 217	Medical Office Procedures OR	3		
OST 215	Office Procedures	(3)		
OST 240	Software Integration	3		
TOTAL CREDIT HOURS		15		

FOURTH SEMESTER		Hours	Grade	Date Completed
OST 295	Office Systems Technology Internship OR	3		
COE 199	Cooperative Office	(2)		
_____	Course Approved by Program Coordinator	3		
TOTAL CREDIT HOURS		5-6		

*Course highly recommended by Program Advisor.

***If student has no formal keyboarding training in using the touch method of keying, OST 100 should be completed before enrolling in OST 110.

Progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).

Enrollment Date ____ / ____ /20____