Business Technology: Administrative Assistant – Medical Office Concentration

Degree Type
Associate in Science

Students in the Business Technology: Administrative Assistant concentration acquire a wide range of computer, communication, and organizational skills that prepare them for support positions in a modern office setting. Students enrolled in the Administrative Assistant - Medical Office concentration gain an understanding of medical procedures, medical terminology, and a conceptual and practical understanding of a computerized office environment in a medical setting. Students progress from basic keyboarding and word processing to advanced information processing and office procedures.

Students who are matriculated and place into developmental math and/or English are required to begin the course sequence in the first semester. Please see an advisor with questions.

Learn more about the program and apply at Associate in Science Business Technology: Administrative Assistant - Medical Office

Requirements

First Semester

Item #		Title	Credits
ENL101		English Composition I	3
		COM103 or ENL108	3
BST110	M	Computer Applications	3
BUS100		Introduction to Business	3
BST101	M	Typing I	3

Second Semester

Item #		Title	Credits
ACC100		Survey of Accounting	3
BST103	M	Medical Terminology	3
BIO105		Survey: Human Anatomy & Physiology	4
PSY101		General Psychology	3
BST220	M	Advanced Word Processing Application	3

Third Semester

Item #		Title	Credits
BUS102		Business Communication	3
		Business Elective or Business Technology Elective	3
BST250		Database Applications	3
BUS120		Business Law I	3
	M	Mathematics/Quantitative Reasoning (or) Natural or Physical Science	3-4

Fourth Semester

Item #	Title	Credits
	BST202 or BST261	3
BST203	Medical Office Procedures	3
BST207	Medical Coding & Billing	3
	Behavioral & Social Sciences	3
	Business Elective	3
	Total Credits	**61-62**

Transfer Information

MassTransfer & more

Career Outlook

Students completing the Medical Administrative Assistant track are prepared to provide administrative support in a variety of medical office and allied health services environments.

This occupational profile is provided by O*NET.

See also: What can I do with this major?

Program Outcomes

Upon completion of the Information Technology Program – Administrative Assistant Concentration – Medical Track, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume positions in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Transfer to baccalaureate programs.