

## LFCC ADVISING WORKSHEET

Program: Certificate Medical Administrative Assistant/Transcription

Catalog Year: 2016-2017

Advisor:

Program purpose: To prepare individuals for full-time employment upon completion of the community college program

Check	Course	Title	Credits	Grade	Notes
<b>First Semester (summer)</b>					
	BIO 145	Human Anatomy and Physiology for the Health Sciences <sup>1</sup>	4		
	ENG 111	College Composition I	3		
	HIM 111	Medical Terminology I	3		
	SDV 101/100	Orientation to Health Professions	1		
<b>Second Semester (fall)</b>					
	AST 102	Keyboarding II <sup>2</sup> or AST 141 Word Processing <sup>3</sup>	3		
	HIM 130	Healthcare Information Systems <sup>2</sup>	3		
	HIM 112	Medical Terminology II <sup>4</sup>	3		
<b>Third Semester (spring)</b>					
	AST 142	Word Processing II <sup>3</sup>	3		
	AST 206	Professional Development <sup>3</sup>	3		
	AST 245	Medical Machine Transcription <sup>5</sup>	3		
	HIM 230	Information Systems and Technology in Health Care <sup>3</sup>	3		
		<b>Total</b>	<b>32</b>		

<sup>1</sup>Equivalent: Completion of BIO 141 and BIO 142

<sup>2</sup>Prerequisite: AST 101 or equivalent skill

<sup>3</sup>Prerequisite: AST 102 or equivalent skill

<sup>4</sup>Prerequisite: HIM 111

<sup>5</sup>Prerequisite: HIM 111, HIM 112, BIO 145 (or BIO 141 & BIO 142)

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

This certificate can be completed in three semesters (one year) if the following conditions are met:

- Placement tests indicate readiness to enroll in ENG 111.
- Students without keyboarding skill (or limited skill below 25 words per minute or computer skill) must enroll in AST 101 prior to entry in the program.
- Students are willing to enroll in day and evening classes.
- Grades of C or better are met in each required course.

The College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.