

LFCC ADVISING WORKSHEET

Program: Certificate Medical Administrative Assistant/Transcription

Catalog Year: 2015-2016

Student:

Advisor:

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

Check	Course	Title	Credits	Grade	Notes
First Semester (summer)					
	BIO 145	Human Anatomy and Physiology for the Health Sciences	4		
	ENG 111	College Composition I	3		
	HIM 111	Medical Terminology I	3		
	SDV 101/100	Orientation to Health Professions	1		
Second Semester (fall)					
	AST 102	Keyboarding II ² or AST 141 Word Processing ³ or AST 215 Medical Keyboarding ³	3		
	AST 271	Medical Office Procedures I ³ or AST 243 Office Administration I ³ or AST 244 Office Administration II ³	3		
	HIM 112	Medical Terminology II ⁴	3		
Third Semester (spring)					
	AST 142	Word Processing II ³	3		
	AST 206	Professional Development ³	3		
	AST 245	Medical Machine Transcription ⁵	3		
	HIM 230	Information Systems and Technology in Health Care ³ or AST 230 Introduction to Office Technology ³	3		
		Total	32		

¹Equivalent: Completion of BIO 141 and BIO 142

²Prerequisite: AST 101 or equivalent skill

³Prerequisite: AST 102 or equivalent skill

⁴Prerequisite: HIM 111

⁵Prerequisite: HIM 111, HIM 112, BIO 145 (or BIO 141 & BIO 142)

*Note: MDA 203 Medical Office Procedures may be substituted for AST 171 Medical Office Procedures I

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.