

AWARD: CERTIFICATE
MAJOR: MEDICAL ADMINISTRATIVE ASSISTANT / TRANSCRIPTION/SCRIBE (286)

Prepares students for employment and career advancement in medical office assistant, medical secretary and medical scribe positions in the medical/health professions.

Certification: Students enrolled in the program may apply for the Certified Medical Scribe Apprentice “CMSA” exam (at the student’s expense).

Program Requirements: This program requires students to enter with the following requisite skills:

- Demonstrated minimum keyboarding skill of 40 wpm. AST 80 and/or AST 81 may be taken as developmental keyboarding skills classes.

CURRICULUM

Course No.	Title	Credit(s)
Fall Semester		
BIO 145	Human Anatomy and Physiology for the Health Sciences ¹	4
ENG 111	College Composition I	3
HIM 111	Medical Terminology I	3
SDV 101/100	Orientation to Health Professions <u>OR</u> College Success Skills	1
	Total	11
Spring Semester		
AST 141	Word Processing I	3
HIM 110	Introduction to Human Pathology	3
HIM 112	Medical Terminology II ²	3
HIM 130	Healthcare Information Systems	3
	Total	12
Summer Semester		
AST 142	Word Processing II ³	3
AST 245	Medical Machine Transcription ⁴	3
HIM 260	Pharmacology for HIT	2
HIM 298	Seminar and Project	1
	Total	9
	PROGRAM TOTAL	32

¹ Equivalent: Completion of BIO 141 **and** BIO 142.

² Prerequisite: HIM 111.

³ Prerequisite: AST 141

⁴ Prerequisite: AST 141, HIM 112, BIO 145 (or BIO 141 and BIO 142)