*ADMINISTRATIVE SUPPORT TECHNOLOGY MEDICAL OFFICE ADMINISTRATION - Associate of Applied Science

PROGRAM INFO

Minimum credits: 65

Length: 5 semesters (2 years), if full-time suggested course sequence is followed

Career opportunities:
Medical Secretary:
$34,006
Job Growth: **21%**
from 2014 to 2024

Office Manager/
Clerical Supervisor
$52,630
Job Growth: **8%**

Executive Assistant:
$53,370
Job Growth: **5%**
Median salaries & job growth nationwide as of 2015. Source: BLS.gov

Division: Business, Engineering, & Industrial Technologies

Contact: 434.797.8440 or 434.797.8474

For course descriptions, visit danville.edu/catalog

*Pending approval for Fall 2017

This program provides broad-based knowledge and skills needed to work in a medical office environment. Medical courses are typically taught in the evenings. Students must earn a grade of C or better in all HIM courses in order to complete the program. Student who receive a grade of D or F must repeat that course before continuing to the HIM course sequence.

Industry Credentials:

Microsoft Office Specialist (MOS) certification
Office Proficiency Assessment Certification (OPAC)

Program Outcomes

Graduates of this program will be able to:

1. Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment.
2. Communicate effectively using oral & written methods.
3. Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.
4. Perform mathematical calculations to accurately complete financial & accounting functions used in an office environment.
5. Key with a level of speed & accuracy acceptable to perform satisfactorily to industry standards.
6. Demonstrate alphabetic & numeric filing rules to efficiently file & retrieve documents.
7. Demonstrate knowledge of medical terminology necessary to perform satisfactorily in a medical office environment.

ADMINISTRATIVE SUPPORT TECHNOLOGY - MEDICAL OFFICE ADMIN - A.A.S.

Course Sequence		Lecture Hrs	Lab Hours	Hrs in Class	Credits
First Semester					
AST 101/103	Keyboarding I + Lab	2	2	4	4
BIO 100	Basic Human Biology	3	0	3	3
ENG 134	Grammar for Writing and Speaking	3	0	3	3
HLT 143	Medical Terminology I	3	0	3	3
ITE 116	Survey of Computer Applications	2	0	2	2
SDV 100	College Success Skills	1	0	1	1
	Total	**14**	**2**	**16**	**15**
Second Semester					
HIM 143	Managing Electronic Billing - Med. Practice	3	0	3	3
AST 102/104	Keyboarding II + Lab	2	2	4	3
AST 234	Records & Database Management	3	0	3	3
ENG 135	Applied Grammar	3	0	3	3
HLT 144	Medical Terminology II	3	0	3	3
	Total	**14**	**2**	**16**	**15**
Third Semester					
HIM 130	Health Information Systems	3	0	3	3
AST 238/239	MS Word + Lab	2	2	4	3
	Total	**5**	**2**	**7**	**6**
Fourth Semester					
ITD 115	Web Page Design & Site Management	2	2	4	3
AST 243	Office Administration I	3	0	3	3
ITE 150	Database Software	3	2	5	4
BUS 121	Business Math I	3	0	3	3
HIM 226	Legal Aspects of Health Records Documents	2	0	2	2
	Total	**13**	**4**	**17**	**15**
Fifth Semester					
AST 244	Office Administration II	3	0	3	3
HLT/PED	Health/Physical Ed	0	2	2	1
ECO 100	Elementary Economics	3	0	3	3
ITE 140	Spreadsheet Software	3	0	3	3
SPA 103	Basic Spoken Spanish	3	0	3	3
SDV 106	Job Search Strategies	1	0	1	1
	Total	**13**	**2**	**15**	**14**