

# MEDICAL ADMINISTRATIVE ASSISTANT - DIPLOMA

**Offered at:** Ashland Community and Technical College, Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Hazard Community and Technical College, Hopkinsville Community College, Madisonville Community College, Maysville Community and Technical College, Somerset Community College, Southcentral Kentucky Community and Technical College, West Kentucky Community and Technical College

**Program Plan Number:** 5107164019

**May be available completely online. Please check with your academic advisor.**

Course	Title	Credits
<b>General Education/Applied Academics</b>		
BIO 135	Basic Anatomy and Physiology with Laboratory <sup>1</sup>	4
ENG 101	Writing I	3
Subtotal		7
<b>Technical or Support Courses</b>		
ACT 101 or ACC 201	Fundamentals of Accounting I Financial Accounting	3
OST 105 or CIT 105	Introduction to Information Systems Introduction to Computers	3
MIT 103 or AHS 115 or CLA 131	Medical Office Terminology Medical Terminology Medical Terminology from Greek and Latin	3
MAT 105	Business Mathematics (or Higher Quantitative Reasoning Course)	3
OST 110	Word Processing Applications	3
MIT 104	Medical Insurance	3
MIT 217	Medical Office Procedures	3
MIT 227	Medical Office Software	3
MIT 228	Electronic Medical Records	3
MIT 230	Medical Information Management	3
OST 235	Business Communications Technology	3
OST 240 or CIT 130	Advanced Microsoft Applications Productivity Software	3
MIT 295	Medical Information Technology Capstone	3
Course Approved by Program Coordinator <sup>2</sup>		3
Subtotal		42
<b>Total Credits</b>		<b>49</b>

<sup>1</sup> Students can fulfill the Biology requirement with both BIO 137 Human Anatomy and Physiology I with Laboratory (4 credit hours) and BIO 139 Human Anatomy and Physiology II with Laboratory (4 credit hours).

<sup>2</sup> Courses Approved by the Program Coordinator suggestions: Any MIT course, BAS course, OST course, ACC/ACT course, CIT course, COM Course, AHS course, WPP course, or NAA 100.