



# DAVIS COLLEGE

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## Medical Administrative Assistant Associate Degree

This program prepares graduates to work as an administrative assistant in a medical environment as part of a medical office team. Students are provided the opportunity to develop and enhance marketable medical and office skills in a variety of applications.

Upon completion of the Associate of Applied Business degree with a major in Medical Administrative Assistant, the Davis College graduate will be prepared to:

Operate computers using current software and technology to produce a variety of professional documents used in business and medical environments.

Utilize language arts skills and medical terminology to produce usable, work-related documents.

Perform medical office procedures such as answering phones, scheduling appointments, organizing patient records, communicating with patients, and processing medical billing for collections.

Utilize electronic health records accurately and effectively.

Keyboard at a minimum rate of 30 NWPM on a 5-minute timing.

Develop a professional portfolio.

Apply the principles and intentions of the General Education and the Business Core purposes.

## Program Outline

Course No.	Course Title	Cr. Hrs.
OAM108	Proofreading and Voice Recognition	3
OAM219	Administrative Professional Capstone	3
OAM221	Administrative Professional Externship	3
CAS120*	Word Processing	3
CAS222	Medical Word Processing	3
MED101*	Medical Terminology	4
MED112	Medical Law and Ethics	4
MED114	Basic Insurance and Coding	4
MED125	Medical Office Records	5
CAS122*	Spreadsheet Applications	3
CAS212	Advanced Spreadsheet Applications	3
CAS138	Presentation Graphics	3
ACC101	Accounting Principles I	4
ACC102	Accounting Principles II	4
MGT102	Introduction to Business	5
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	5
COM---	Communication Elective	4
HUM---	Humanities Elective	4
MTH102	Introductory Algebra I	5
SSC---	Social Science Elective	4
IDS110*	Forum on Technology and Resources	5
<b>Total Program Credit Hours</b>		<b>90</b>

\*Foundation Courses required as part of the 45 hours completed before Mid-Program Assessment. The student needs to complete the Mid-Program and End-of-Program Assessment. The Student Handbook provides more detail on this process.