

MEDICAL ADMINISTRATIVE ASSISTANT

ASSOCIATE OF APPLIED SCIENCE (AAS) - 60 CREDITS

Program Plan — "Primary"

Locations: Online

1st Fall Term (16 credits)

Courses

Course	Crds
ADMM1104 - Medical Language Applications I	3
ADMM1110 - Medical Documentation I	4
ADMM1122 - Medical Office Procedures	4
ADMM1200 - Medical Office Technology Tools	2
HLTH1110 - Introduction to Anatomy and Physiology	3

1st Spring Term (14 credits)

Courses

Course	Crds
ADMM1150 - Medical Billing/Insurance	4
ADMM1152 - Outpatient Coding	4
ADMM2104 - Medical Language Applications II	3
ADMM2500 - Human Disease Applications for Administrative Health Professionals	3

2nd Fall Term (15 credits)

Courses

Course	Crds
ADMM1160 - Medical Documentation II	3
ADMM2150 - Medicare Coding and Billing Applications	3

3 credits in one or more of the following:

PSYC1200 - General Psychology	3
PSYC2220 - Abnormal Psychology	3
PSYC2222 - Lifespan Development	3

6 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking	3
COMM1130 - Small Group Communication	3
COMM1140 - Interpersonal Communication	3

2nd Spring Term (15 credits)

Courses

Course	Crds
ADMM2122 - Medical Office Management	3
ADMM2130 - Medical Office Career Insight	2
ADMM2320 - Medical Office Capstone	1

9 credits in one or more of the following:

General Education w/MnTC Goals