



**Program Map**

**Office Administration: Medical**

Degree: Medical Administrative Assistant Associate of Applied Science (AAS)

Certificate: Medical Administrative Assistant Level 1 (C1)

Certificate: Medical Office Assistant Level 1 (C1)



**BUSINESS**

**Program Description:** This program provides office administration training with added emphasis in the tasks and knowledge pertaining to the medical field including medical terminology, medical coding, and application of office procedures specific to the medical office. One semester of internship provides practical application of specialized training for the AAS degree.

**Contact:**  
 Jane Billingsley  
**Department Chair**  
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 512-223-5840

**Department Website**  
 sites.austincc.edu/officeadmin

Use this **Program Map** to choose courses with your college advisor and track your progress towards milestones and completion of program.

Pre-Degree Requirements		
Program Specific	Reading and Writing Placement <i>Placements based on TSI</i>	Mathematics Placement <i>Placements based on TSI</i>
	<input type="checkbox"/> Basic Developmental Courses <input type="checkbox"/> ESOL Courses <input type="checkbox"/> INRW Courses	<input type="checkbox"/> MATD-0332 - Basic Math Skills <input type="checkbox"/> MATD-042x/032x – ALEKS Sequence <input type="checkbox"/> MATD-0385/0485 – Developing Mathematical Thinking <i>Not prerequisite for MATH-1314/1324</i> <input type="checkbox"/> MATD-0370 – Elementary Algebra <input type="checkbox"/> MATD-0390 – Intermediate Algebra <input type="checkbox"/> <i>Take MATD-0370 and 0390 to prepare for MATH-1314/1324</i>
<p><i>D = Degree</i>  <i>C1 = Level 1 Certificate</i>  <i>C2 = Level 2 Certificate</i></p> <p align="center"><b>SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS</b>  <i>Plans can be modified to fit the needs of part-time students by adding more semesters</i>  <b>The order courses are taken is not significant, provided prerequisite(s) are met.</b></p>		

Medical Administrative Assistant	Medical Office Assistant	<p align="center"><i>The Office Administration Program offers three types of awards or credentials.</i></p> <ul style="list-style-type: none"> <li>Degree: Medical Administrative Assistant Associate of Applied Science (AAS)</li> <li>Certificate: Medical Administrative Assistant Level 1 (C1)</li> <li>Certificate: Medical Office Assistant Level 1 (C1)</li> </ul>			
C1	C1	D	Semester 1	CR	Advising Notes
		●	EDUC 1100 - Effective Learning: Strategies for College Success	1	
●	●	●	POFI 2301 - Word Processing: MS Word I	3	Prerequisite: Ability to key 30 wpm on 5 minute timing. Many required program core courses offer Flex Entry. Speak with your advisor to learn more about the Flex Entry option.
●	●	●	HPRS 1206 - Essentials of Medical Terminology	2	
●	●	●	POFT 1301 - Business English	3	See course description for prerequisite. Petition course, requires Department Chair permission to register.
●	●	●	POFI 1104 - Computer Fundamentals: MS Windows/Outlook	1	
		●	MATH 1332 - College Mathematics	3	
		●	Oral Communication	3	Select a speech course from the Component Area Option section of the Core Curriculum Course List.
9	9	16		16	Program Semester Hours / Meet with your advisor

Semester 2					
●	●	●	POFT 1231 - Numeric Keypad Applications -- Data Entry	2	
●		●	POFI 1349 - Spreadsheets -- Excel	3	Ability to key 30 wpm.
●		●	POFT 1309 - Administrative Office Procedures I	3	Prerequisite: POFI 2301 or equivalent. Petition course, requires Department Chair permission to register.
●		●	POFT 1321 - Business Math	3	See course description for prerequisite. Petition course, requires Department Chair permission to register.
●		●	POFI 2340 - Advanced Word Processing: MS Word II	3	Prerequisite: POFI 2301 or equivalent. Ability to key 35 wpm.
		●	HITT 1213 - Insurance Coding	3	Contact Department Chair for permission to register.
15	3	16		16	Program Semester Hours / Meet with <i>faculty</i> advisor
Semester 3					
●	●	●	POFM 1317 - Medical Administrative Support	3	
●	●	●	POFM 1302 - Medical Software Applications	3	<b>ACHIEVEMENT: Medical Office Assistant Level 1 Certificate</b>
●		●	POFT 2331 - Administrative Systems: Office Management	3	See course description for prerequisite. Course offered FALL ONLY.
		●	ENGL 2311 - Technical and Business Writing	3	
		●	POFT 2312 - Business Correspondence and Communication	3	Prerequisite: POFT 1301. Course offered SPRING ONLY. Petition course, requires Department Chair permission to register.
9	6	15		15	Program Semester Hours / Meet with your advisor
Semester 4					
●		●	POFT 2203 - Speed and Accuracy Building	2	Key 40 wpm. <b>ACHIEVEMENT: Medical Administrative Assistant Level 1 Certificate</b>
		●	HITT 1253 - Legal and Ethical Aspects of Health Information	2	Contact Department Chair for permission to register.
		●	Language, Philosophy, and Culture <b>OR</b> Creative Arts	3	Select from the appropriate section of the Core Curriculum Course list.
		●	Social and Behavioral Sciences	3	Select from the appropriate section of the Core Curriculum Course list.
		●	POFM 2386 - Internship – Medical Administrative Assistant/Executive Assistant and Medical Secretary	3	See course description for prerequisite. <b>ACHIEVEMENT: Associate of Applied Science Medical Administrative Assistant</b>
3		13		13	Program Semester Hours
<b>Total Program Hours:</b>				<b>60</b>	

Please always check online at [austincc.edu/catalog](http://austincc.edu/catalog) or meet with your academic or program advisor to ensure that you are viewing the latest and most accurate information.

## Career & Transfer Resources

ACC's Career & Transfer websites provide detailed, guided information on career exploration and transfer.

[www.austincc.edu/career](http://www.austincc.edu/career)

[www.austincc.edu/transfer](http://www.austincc.edu/transfer)

For further information regarding this specific program, please see the Career & Transfer Resources supplement provided in the next section of this Program Map.

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Career & Transfer Resources Updated 8/18/17

## Career Information

### Common Job Titles

Medical Records and Health Information Technicians (includes Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician); Medical Secretaries (includes Admissions Coordinator, Billing Coordinator, Health Unit Coordinator, Medical Office Specialist, Medical Secretary, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, Ward Clerk)

### Regional Labor Market Information

Medical Records and Health Information Technicians: New workers generally start around \$21,817. Normal pay for Medical Records and Health Information Technicians is \$33,572 per year, while highly experienced workers can earn as much as \$58,175. Over the last year, 191 companies have posted 1,531 jobs for Medical Records and Health Information Technicians in this region. There are currently 1,661 Medical Records and Health Information Technicians that are employed in Austin-Round Rock, TX.

Source: <https://austincc.emsicc.com/careers/medical-records-and-health-information-technician>

Medical Secretaries: New workers generally start around \$26,081. Normal pay for Medical Secretaries is \$34,322 per year, while highly experienced workers can earn as much as \$48,885. Over the last year, 158 companies have posted 1,698 jobs for Medical Secretaries in this region. There are currently 7,736 Medical Secretaries that are employed in Austin-Round Rock, TX.

Source: <https://austincc.emsicc.com/careers/medical-secretary>

**Career and labor market research tools** (see Quick Reference Guide at <http://www.austincc.edu/career/>):

EMSI: <https://austincc.emsicc.com/>, Bureau of Labor Statistics: <http://www.bls.gov/ooh/>, O\*NET: <https://www.onetonline.org/>

**Career Resources:** ACC's career services website provides information on career exploration and employment at <http://www.austincc.edu/career>. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an ACC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

## Transfer Information

The Medical Administrative Assistant Associate of Applied Science prepares students to directly enter the workforce; however, a Bachelor of Applied Arts and Sciences (BAAS) is an excellent alternative to the BBA degree. These degrees apply non-transferable courses and work experience towards the degree. You still must meet general education requirements and take upper level courses.

**Transfer Guides:** *The universities listed here do not constitute an ACC endorsement. Transfer course evaluations and determination of which courses will count toward a bachelor's degree are made by the receiving transfer institution.*

**Texas State University:** <http://www.owls.txstate.edu/undergraduate-degrees/applied-arts-sciences.html>

**Concordia University Texas:** <http://www.concordia.edu/academics/college-of-business-and-communication/baas-in-business.html>

**Tarleton State University:** <http://www.tarleton.edu/degrees/bachelors/baas-business/>

**Texas A&M University - Central Texas:** <https://www.tamuct.edu/degrees/undergraduate/business-management.html>

**Texas Tech University:** [https://www.depts.ttu.edu/universitystudies/prospective\\_students/baas.php](https://www.depts.ttu.edu/universitystudies/prospective_students/baas.php)

**Additional Transfer Resources:** ACC's transfer website provides information on additional colleges & universities:

<http://www.austincc.edu/transferguides>. Students are encouraged to consult with a faculty advisor, area of study advisor, and/or their chosen transfer institution to ensure courses taken at ACC will apply toward their bachelor's degree program.