

## **Medical Administrative Assistant Associate in Applied Science**

### **Would you like the challenge of playing a vital role on a medical team?**

This program is designed to train Medical Administrative Assistants to perform many of the same functions as the medical secretary plus office supervisory responsibilities such as coordinating and scheduling activities, managing the release of information, document storage and retrievals systems, and purchasing supplies.

The AAS degree is a combination of technical and liberal arts credits designated by the Minnesota Transfer Curriculum. The AAS degree option provides transferable general education credits that can be used toward continued education or degree. This Laptop Advantage program provides hands-on training with computer equipment and software you are likely to use in the workplace. Your training will include digital dictation, which is the most current technology used for patient care. You can look forward to individual attention with our excellent teacher-to-student ratio. Riverland graduates are prepared for jobs as medical administrative assistants.

### **Related Programs**

- Medical Administrative Assistant (Diploma)
- Medical Receptionist (Certificate)
- Medical Secretary (Diploma)

**Degree Type:** Associate in Applied Science (AAS)  
**Location:** Albert Lea, Online D2L/Web Enhanced  
**Program Starts:** Fall, Spring  
**Laptop Advantage Program**  
**Total Credits:** 64  
**Course Plan:** Two Year  
**Program Costs:**  
Number of Credits: 64  
Tuition per credit: \$162.00  
*Estimated Total Tuition Cost: \$10,368.00*  
Additional Costs  
Other required costs: \$1682  
Books: \$1500  
**Articulation Agreements**  
Southwest Minnesota University - BAS in Management  
**Faculty & Advisors**  
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## Medical Administrative Assistant Program Curriculum

### Required Core Courses (35 Credits)

Crs ##	Name
BUSO1616	Keyboarding II
BUSO1647	Word Processing (Wordperfect) <i>or</i> BUSO1648 Word Processing (Word)
BUSO1660	Anatomy & Physiology/Disease Conditions
BUSO1663	Medical Office Procedures
BUSO1664	Medical Account Management
BUSO1666	Medical Transcription I
BUSO1667	Medical Transcription II
BUSO1668	Medical Terminology
BUSO1670	Applied Medical Terminology
BUSO2606	Office Calculators/Maths
BUSO2613	Internship
BUSO2631	Applied Medical Coding
BUSO2644	Office Supervision and Management

### MnTC General Education Courses (22 Credits)

Crs ##	Name	Credits
ENGL1101	Freshman English	3
	HLTH or PHED A course chosen from the <a href="#">Physical Education/Health Category</a>	1
	For completion of the AAS degree, any course(s) chosen from the categories: <ul style="list-style-type: none"> <li>• <a href="#">Humanities &amp; Fine Arts Category</a></li> <li>• <a href="#">History &amp; the Social &amp; Behavioral Sciences Category</a></li> <li>• <a href="#">Natural Science &amp; Mathematics/Logical Reasoning Category</a></li> </ul>	8
	A course chosen from the MnTC/General Education; <a href="#">Natural Science &amp; Mathematics/Logical Reasoning Category</a>	3
	A course chosen from the MnTC/General Education; <a href="#">History &amp; the Social &amp; Behavioral Sciences Category</a>	3
	A course chosen from the MnTC/General Education; <a href="#">Humanities &amp; Fine Arts Category</a>	3

### General Studies Courses (8 Credits )

Crs ##	Name
BUSO1620	Introduction to Computer
BUSO1625	Business Communication I

GSC1270 Employment Search Skills

GSCM1510 Workplace Human Relations