

ADMINISTRATIVE OFFICE TECHNOLOGY, MEDICAL ADMINISTRATIVE ASSISTANT/ SECRETARY - ASSOCIATE IN SCIENCE



MDAD

Knight Campus, Warwick only

The Medical Administrative Assistant/Secretary concentration prepares students to perform administrative and clinical duties. Some responsibilities encountered by graduates include preparing medical correspondence, assisting physicians with medical reports and histories and arranging for patient hospitalization, including insurance and billing practices. This is currently considered one of the fastest-growing occupations.

This program provides the highly technical training necessary for a competent medical assistant/secretary. In their last semester, students are given the opportunity to work in a local medical office.

Note: Many courses require prerequisites, corequisites and/or testing. See course descriptions for details (<https://catalog.ccri.edu/course-descriptions/>).

Requirements

Code	Title	Hours
General Education Requirements		
BIOL 1070	Human Anatomy and Physiology	3
BIOL 1080	Introduction to Clinical Procedures	3
BIOL 1110	Introduction to Pharmacology	1
ENGL 1010	Composition I	3
ENGL 1400	Business Writing for Office Professionals	3
MATH 1005	Business Mathematics	3
PSYC 1030	Psychology of Personal Adjustment	3
	Social Science Elective (https://catalog.ccri.edu/academic-information/general-education/courses-approved-general-education-credits/#ssci/)	3
	Subtotal	22
Major Requirements		
MEDL 2350	Medical Terminology	2
MEDL 2360	Medical Document Processing	2
MEDL 2380	Medical Office Transcription I	3
MEDL 2410	Medical Insurance Billing	3
ADAS 2570	Administrative Office Management	3
MEDL 2430	Electronic Medical Records and Practice Management	3
MEDL 2480	Medical Office Transcription II	2
OFTD 1105	Essential Note Taking Skills	1
OFTD 1120	Microcomputer Keyboarding	3

OFTD 1130	Editing Skills for Office Communications I	2
OFTD 1140	Office Technology & Procedures I	3
OFTD 1180	Speech Recognition Software Applications I	1
OFTD 1190	Speech Recognition Software Applications II	1
OFTD 1220	Microsoft Office Applications I	4
OFTD 1250	Office Accounting	2
OFTD 1280	Editing Skills for Office Communications II	3
OFTD 1370	Business File Management	2
MEDL 2910	Medical Cooperative Work Experience	3
	Subtotal	43
	Total Hours	65

Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
OFTD 1105	Essential Note Taking Skills	1
OFTD 1130	Editing Skills for Office Communications I	2
OFTD 1120	Microcomputer Keyboarding ¹	3
OFTD 1250	Office Accounting	2
OFTD 1370	Business File Management	2
ENGL 1400	Business Writing for Office Professionals	3
	Hours	13
Semester 2		
MATH 1005	Business Mathematics	3
ENGL 1010	Composition I	3
OFTD 1140	Office Technology & Procedures I	3
OFTD 1180	Speech Recognition Software Applications I	1
OFTD 1220	Microsoft Office Applications I	4
OFTD 1280	Editing Skills for Office Communications II	3
	Hours	17
Year 2		
Semester 1		
BIOL 1070	Human Anatomy and Physiology	3
BIOL 1080	Introduction to Clinical Procedures ²	3
MEDL 2350	Medical Terminology	2
MEDL 2360	Medical Document Processing	2
OFTD 1190	Speech Recognition Software Applications II	1
MEDL 2380	Medical Office Transcription I	3
PSYC 1030	Psychology of Personal Adjustment	3
	Hours	17
Semester 2		
ADAS 2570	Administrative Office Management	3
BIOL 1110	Introduction to Pharmacology	1
MEDL 2410	Medical Insurance Billing	3
MEDL 2430	Electronic Medical Records and Practice Management	3
MEDL 2480	Medical Office Transcription II	2
MEDL 2910	Medical Cooperative Work Experience	3

Social Science Elective (https://catalog.ccri.edu/academic-information/general-education/courses-approved-general-education-credits/#ssci/)	3
Hours	18
Total Hours	65

¹ Challenge Exam can be taken.

² Fall semester only.

Transfer

If you are interested in earning a bachelor's degree, please meet with an Academic Advisor (https://www.ccri.edu/advising/transfer_information/) who can help you select the courses that best prepare you for transfer to a four-year college or university. For more information, you can also visit [ritransfers.org](http://www.ritransfers.org/) (<http://www.ritransfers.org/>) with resources on course and program transfer to Rhode Island College and the University of Rhode Island, or visit CCRI's Transfer Articulation (<https://www.ccri.edu/oes/records/transfers/traagree.html>) page for information on articulation agreements with colleges and universities throughout New England.