

Biological Sciences

Two Year Medical Administrative Assistant Certificate Program

Suggested Course Outline

First Year

Composition	10-111	3
Freshman Seminar	71-101	1
General Chemistry & Lab	24-112/113	4
General Biology & Lab	04-102/103	4
*Computers & Information Tech	44-130	3
Total		15

Composition	10-112	3
Medical Terminology	04-104	3
General Zoology & Lab	04-114/115	4
Spreadsheet Applications	44-211	1
Advanced Spreadsheet & Charting	44-212	1
***Virtual Workplace	44-343	3
Total		15

Second Year

Human Anatomy	04-436	4
General Microbiology	04-140	4
DigitTools	44-245	3
Database Applications	44-346	1
Accounting I	51-201	3
Total		15

Principles of Management	54-313	3
College Algebra	17-118	3
Managerial Communications	54-310	3
Advanced Word Processing	44-320	1
Presentation Graphics	44-330	1
Digital Media	44-340	1
**Approved Elective		3
Total		15

*44-130 Computers & Information Tech is a CSIS Department prerequisite.

**Choose three hours from following:

Web Page Development	44-221	1 (Fall only)
Medical Transcription and Medical Records Practicum	04-293	2
Business Law	53-311	3
General Psychology	08-103	3

***Virtual Workplace only offered Spring of odd years.