RCTC PROGRAM PLAN

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma

I. PROGRAM CORE REQUIREMENTS.................................................................39 CREDITS
BTEC 1220, Human Relations in Organizations, 3 cr
BTEC 1320, Document Production, 3 cr
BTEC 1620, Medical Terminology for Health Professions, 3 cr
BTEC 1650, Quality Assurance for Healthcare Documentation, 2 cr
BTEC 1670, Medical Transcription, 3 cr
BTEC 2355, Microsoft Business Applications, 4 cr
BTEC 2622, Current Technology in the Workplace, 3 cr
BTEC 2640, Healthcare Documentation Fundamentals, 3 cr
BTEC 2650, Medical Office Procedures, 3 cr
BTEC 2870, Employment Strategies, 1 cr
ENGL 1630, English Grammar for Careers, 3 cr
HIMC 1850, Computerized Health Information, 3 cr
HIMC 2600, Human Diseases for Health Professionals, 3 cr
HIMC 2610, Pharmacology, 2 cr

TOTAL ............................................................................................................. 39 CREDITS

ADDITIONAL NOTES:
PURPOSE: This program prepares students for employment in the medical field as medical administrative assistants to physicians and surgeons, in hospitals, clinics, or medical groups. Extensive training is provided in medical terminology, medical transcription, and office technology. Students will learn how diseases affect the body and which drugs and other treatments are used to treat illnesses. This degree program is also designed with additional general education requirements for those students who may wish to transfer to another program/institution.

PROGRAM ENTRANCE REQUIREMENTS
KEYBOARDING PREREQUISITE: Students entering this program should be proficient in keyboarding skills at a minimum of 35 net wpm. Students not meeting this requirement should enroll in BTEC 1020 Keyboarding. This class will not count toward the required credits for the program.

MORE INFORMATION REQUIREMENTS:
BTEC 2660, JOB SHADOWING EXPERIENCE: Students are encouraged, but not required, to complete the 1-credit course Job Shadowing Experience during the last semester of coursework.

Notice of National Criminal Background Check Requirement for Job Shadowing Experience
Background checks are required to ensure a safe environment for both students and the public and to meet the contractual requirements of area healthcare facilities. Students who fail to submit and pass a background check cannot complete the elective job shadow
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experience. A list of disqualifying offenses is available at:
https://www.revisor.mn.gov/statutes/?id=245C.15

Revised: 12/20/2015
Implementation: Fall 2015