

COMPUTER AND BUSINESS TECHNOLOGY254307 Health Care Administrative Assistant Option

(Requirements effective Fall Semester 2009)

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105 Introduction to Computers and Application Software

2540:290 ST: Keyboarding for Skill Development

C E R**FIRST YEAR**Fall Semester

				<u>Credit Hours</u>	<u>Prerequisites</u>	
—	—	—	2530:240	Medical Coding I (Diagnostic)*	3	
—	—	—	2530:241	Health Information Management*	3	
—	—	—	2540:119	Business English	3	Placement by Adviser
—	—	—	2540:121	Introduction to Office Procedures	3	Placement by Adviser
—	—	—	2540:143	Microsoft Word, Beginning	2	Placement by Adviser
—	—	—	2740:120	Medical Terminology**	<u>3</u>	
					17	

Spring Semester

—	—	—	2040:240	Human Relations	3	
—	—	—	3750:100	Introduction to Psychology	3	
—	—	—	2440:125	Spreadsheet Software	2	Placement by Adviser
—	—	—	2530:242	Medical Office Administration*	3	2740:120
—	—	—	2530:243	Medical Coding II (Procedural)*	3	2740:120, 2530:240
—	—	—	2540:144	Microsoft Word, Advanced	2	2540:143
—	—	—	2740:121	Study of Disease Processes	<u>3</u>	2740:120
					16	

SECOND YEARFall Semester

—	—	—	2420:170	Applied Mathematics for Business	3	Placement by Adviser
—	—	—	2420:211	Basic Accounting I	3	
—	—	—	2530:244	Medical Insurance Billing*	3	2530:243
—	—	—	2530:259	Internship Orientation*	1	Permission
—	—	—	2530:284	Medical Office Techniques*	2	2740:120
—	—	—	2540:136	Speech Recognition Technology	2	Placement by Adviser
—	—	—	3300:111	English Composition I	4	Placement by Adviser
—	—	—	3600:120	Introduction to Ethics	3	
—	—	—	3600:101	Introduction to Philosophy	<u>3</u>	
					18	

Spring Semester

—	—	—	2530:282	Medical Transcription and Editing*	3	2540:119 & 144, 2740:120; 2740:121 & 230 (coreq.)
—	—	—	2540:243	Internship	3	permission
—	—	—	2540:263	Professional Communication and Presentations	3	3300:111, or permission
—	—	—	7600:106	Effective Oral Communications	3	
—	—	—	2540:289	Career Development for Business Professionals	3	
—	—	—	2740:230	Basic Pharmacology	3	2740:120 (recommended)
—	—	—	5550:211	First Aid & CPR	<u>2</u>	
					17	

TOTAL CREDITS - 68**C = Completed E = Exempt R = Required**

*A grade of "C" or higher is required in all 2530: department courses.

**It is strongly recommended that you take 2740:120, Medical Terminology, prior to taking any of the remaining medical-related courses.

COMPUTER AND BUSINESS TECHNOLOGY - Health Care Administrative Assistant

Colleen Teague - coordinator

A-105C

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The secretary or administrative assistant is an integral part of the office management team. Administrative assistants are assuming more middle-management duties because technology has freed them from lower-level responsibilities. These individuals are also teaching office personnel the function of computers and office equipment. They are taking on roles of public relations ambassadors for companies. The college-trained administrative assistant has a well-rounded education and becomes more valuable and promotable within the organization.

Wayne College's associate degree program in Computer and Business Technology - Health Care Administrative Assistant prepares the student for a responsible position as a medical secretary or administrative assistant. Positions may be found in private doctors' offices, clinics, hospitals, transcription services, billing services or insurance companies.

Since the demand for administrative assistants/secretaries exceeds the supply, salaries are on the rise. The average salary range for specialized medical secretaries in the U.S. is \$29,000 - \$36,250 (*OfficeTeam* 2002 Salary Guide). A study by an Ohio University economist found that associate degree graduates earn twice as much as their high school counterparts.

NOTE:

If you are pursuing an associate degree and have completed twelve or more semester credits, we suggest that you schedule an appointment with an academic adviser to transfer into Summit College and to produce a student degree agreement (contract). The degree agreement is a formal statement of the courses that you must complete to satisfy your degree requirements.