

**THIS IS A CAREER DEGREE.  
IT IS NOT DESIGNED TO TRANSFER TO A FOUR YEAR UNIVERSITY.**

**Danville Area Community College  
2021-2022**

## Medical Office Assistant

Associate in Applied Science Degree

The Medical Office Assistant is designed to allow a student the basic training for office personnel in a medical facility. The student will be trained to perform at advanced level skills in positions normally available in an ambulatory healthcare facility. The program provides the student with theory and "hands-on" training in basic and routine administrative and clinical tasks.

The associate degree is an occupational degree which will typically not transfer. However, this program has been articulated to some senior institutions. Please contact a counselor for specific details.

***First time degree seeking students must complete INST 101, Success in College, as a requirement for graduation.***

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
<b>First Semester</b>			
BOFF 121 Fundamentals of Business Documents	3		
BOFF 140 Medical Terminology	3		
MEDA 100 Pharmacology	3		
MEDA 120 Clinical Procedures I	3		
ENGL 121 Communications Skills	3		
Total	15		
<b>Second Semester</b>			
BOFF 139 Medical Office Procedures	3		
GSCI 105 Human Body Structure	3		
MEDA 150 Pharmacology II	3		
MEDA 170 Clinical Procedures II	3		
Humanities Elective	3		
Total	15		
<b>Third Semester</b>			
MEDA 210 Medical Ethics	3		
BOFF 249 Medical Office Procedures II	3		
MEDA 220 Clinical Procedures III	3		
MEDA 200 Clinical/Office Internship	3		
PSYC 100 Introduction to Psychology	3		
Total	15		
<b>Fourth Semester</b>			
HLTH 130 Nutrition	3		
BOFF 141 Introduction Medical Transcription	3		
HLTH 101 Contemporary Health	3		
BOFF 151 Records Management	3		
MATT 104 Business Math	3		
Total	15		

Total Hours     60

+ Placement depends on demonstrated proficiency.

See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.