2014-2015 Degree Term Guide

Medical Administrative Assistant CAC - CO510

5/22/2014

ICCB Approved Total Program Hours: **50** Semester Hours

The following suggested schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.

Courses that are approved for the AA/AS degrees are **bolded.**

Mode of Delivery:
T = Traditional classroom
W = Online
Q = Blended

Program Prerequisites:

First Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
BIO 100	Medical Terminology	3			FL, SP, SM	
BIO 125	Human Biology	4			FL, SP, SM	
OFS 101	Fundamentals of Document Format	3	T, Q		FL, SP, SM	
HIM 101	Health Information Management I	3	T, W		FL, SP, SM	
ENG 101 or 130	Rhetoric/Technical Writing and Communication	3			FL, SP, SM	
	Total Semester Hours:	**16**				

Second Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 102	Intermediate Document Formatting	3	T, W	OFS 101	FL, SP, SM	
OFS 166	Microsoft Word I	3	T, W	OFS 101	FL, SP, SM	
HIM 110	Basic ICD Coding	4	T, W	BIO 100, BIO 125, HIM 115	FL, SP, SM	HIM 115 may be taken concurrently.
HIM 115	Principles of Disease	3	T, W	BIO 100, BIO 125	FL, SP, SM	
	Total Semester Hours:	**13**				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 100	Microsoft Outlook	1	T	OFS 101	FL, SP	
OFS 103	Advanced Document Formatting	4	T	OFS 102	FL, SP, SM	
OFS 143	Medical Transcription	3	T	BIO 100, OFS 166	FL, SP	
OFS 210	Medical Administrative Procedures	3	T	OFS 166	FL, SP	
OFS 214	**Microsoft Office Suite**	**4**	**T, W**	**OFS 101**	**FL, SP, SM**	
	Total Semester Hours:	**15**				

Fourth Semester

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
OFS 180	Records Management	3	T	OFS 102	SP	
Major Core Elective	3 cr. hrs. from Major Core Electives	3				
	Total Semester Hours:	**6**				

Graduation Requirements

To be awarded an Associate degree at Joliet Junior College, each student must meet the following requirements:

1. Satisfy all admission requirements.

2. Complete the courses required to earn the chosen degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which the last 15 credit hours applicable to the degree are earned at Joliet Junior College. If the student has not taken the last 15 hours at JJC, then a total of 30 credit hours applicable to the degree must be earned at Joliet Junior college. Proficiency test, CLEP and Advanced Placement do not meet this requirement.

3. Earn a cumulative grade point average of at least 2.0.

4. Discharge all financial obligations to the college; have no restrictions.

5. File an application for graduation (An application should be filed at the time of registration for student's anticipated last semester).

6. Have on file in the Graduation office by the graduation filing date all transcripts from other colleges/universities that are to be evaluated for credit, to be applied toward a degree. A delay in the process may result in a later graduation date.

For more information

Counseling & Advising	Department Chairperson	Program Coordinator
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815-280-2673		