

BUSINESS

MEDICAL ADMINISTRATIVE SPECIALIST

Delivery: Majority of courses are offered online; some daytime on campus courses are offered

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Medical Administrative Specialist A.A.S. Degree60 cr.

Medical Administrative Specialist Diploma44 cr.

MAJOR DESCRIPTION

This program prepares students to work in a variety of positions in the medical field. Some of the specialized medical courses include medical documentation, medical terminology, and anatomy and physiology.

Students also take a variety of general administrative courses covering software applications, keyboarding and communications. This program teaches the expertise needed for creating and editing documents, spreadsheets, databases, electronic presentations and Internet navigation research. Medical Administrative Assistants may be called upon to communicate, organize, coordinate, and integrate data.

This is the ideal major for people in the workforce looking for a challenge or ways to advance their careers and gives them an opportunity to obtain Microsoft Office Specialist Certification for the required certification classes.

WORK ENVIRONMENT

Medical administrative specialists are employed in hospitals, clinics, physician offices, insurance companies and other organizations connected to the medical field. Administrative duties include composing/transcribing correspondence, managing doctors' schedules, preparing professional presentations, scheduling patient appointments, maintaining patient files and transcribing patient reports.

POTENTIAL JOB TITLES

- Medical Office Clerk
- Medical Office Secretary
- Medical Office Specialist
- Patient Services Representative

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$22.57/hour
- Top Earners: \$29.71/hour

ADDITIONAL INFORMATION

Scan the QR code for more program information and specific program costs; some courses may have additional lab or instructional fees.



Students will need access to the internet and a Windows PC computer able to use the current Microsoft Office suite and record audio and video. Depending on the computer, an external webcam, headset and microphone might be needed.

MEDICAL ADMINISTRATIVE SPECIALIST A.A.S. DEGREE

This is a suggested sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - Fall Semester 13 cr

ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
HEAL1502	Medical Terminology	2
MDAS1151	Health Care Essentials	2

First Year - Spring Semester 18 cr

ADMS1022	Office Support Event Management	3
ADMS1041	Certification Basics - Outlook	3
ADMS1290	Written Business Communication	2
ENGL1150	Composition I	3
HEAL1101	Anatomy & Physiology	4
MDAS1271	Administrative Procedures	3

Second Year - Fall Semester 16 cr

ADMS1010	Business English Skills	2
ADMS1265	Certification Basics - Excel	3
ADMS1260	Certification Basics - Word	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1285	Oral Business Communications & Job Seeking Skills	2
COMS1020	Interpersonal Communication	3

Second Year - Spring Semester 13 cr

ADMS1040	Integrated Office Skills	3
ADMS1445	Capstone	1
	General Elective (MnTC Goal 3 or 4)	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60

MEDICAL ADMINISTRATIVE SPECIALIST DIPLOMA

This is a suggested sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.

First Year - Fall Semester 13 cr

ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
HEAL1502	Medical Terminology	2
MDAS1151	Health Care Essentials	2

First Year - Spring Semester 18 cr

ADMS1022	Office Support Event Management	3
ADMS1041	Certification Basics - Outlook	3
ADMS1290	Written Business Communication	2
ADMS1040	Integrated Office Skills	3
HEAL1101	Anatomy & Physiology	4
MDAS1271	Administrative Procedures	3

Second Year - Fall Semester 13 cr

ADMS1010	Business English Skills	2
ADMS1265	Certification Basics - Excel	3
ADMS1260	Certification Basics - Word	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1285	Oral Business Communications & Job Seeking Skills	2

TOTAL PROGRAM REQUIREMENTS 44



DAKOTA COUNTY
TECHNICAL COLLEGE

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