### EDUCATIONAL PLAN

**Associate in Technical Arts**  
**Medical Administrative Assistant**

#### Course Placement Recommendations: English__________  Reading__________  Math__________

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>ENGL 098</th>
<th>READ 099</th>
<th>MATH 095</th>
<th>MATH 096</th>
<th>MATH 099</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Prerequisites include: demonstrated proficiency in math, reading, English, keyboarding and basic computer skills.**

#### Fall Quarter, First Year  
**Credits**

- BTEC 102 Skillbuilding I  
  3 credits
- BTEC 110 Business English  
  5 credits
- BTEC 220 Ten-Key Calculator  
  1 credit
- HR 110 Human Relations-Workplace  
  5 credits

#### Winter Quarter, First Year  
**Credits**

- BTEC 233 Files Management  
  3 credits
- BTEC 210 Word I  
  5 credits
- BTEC 221 Business Communications  
  5 credits
- HLTH 145 Safety & Fitness  
  3 credits

#### Spring Quarter, First Year  
**Credits**

- BTEC 120 Applied Business Math  
  5 credits
- BTEC 219 Word II  
  4 credits
- BTEC 266 Medical Law and Ethics  
  3 credits
- ENGL& 101 English Composition I  
  5 credits

#### Fall Quarter, Second Year  
**Credits**

- ACCT 110 Practical Accounting I  
  3 credits
- BTEC 107 Electronic Medical Records  
  3 credits
- BTEC 214 Excel I  
  5 credits
- BTEC 260 Medical Terminology  
  4 credits

#### Winter Quarter, Second Year  
**Credits**

- ACCT 120 Practical Accounting II  
  3 credits
- BIOL& 170 Human Biology (S)  
  5 credits
- BTEC 191 Cooperative Work Exp Seminar  
  1 credit
- BTEC 205 Outlook  
  1 credit
- BTEC 255 Insurance and Billing  
  5 credits

#### Spring Quarter, Second Year  
**Credits**

- BTEC 190 Cooperative Work Experience  
  5 credits
- BTEC 261 Medical Office Procedures  
  5 credits
- BTEC 263 Medical Transcription  
  4 credits

**Total: 91 credits**

Students interested in fulfilling BAS-AM program admissions requirements should take ENGL& 101, 5 credits of humanities (CMST& 220 recommended), 5 credits of social science (ECON& 201 recommended), 5 credits of natural science w/lab, and 5 credits of quantitative skills (MATH& 146 recommended).
Business Office Technology

**EMPHASIS:** Medical Administrative Assistant  
**DEGREE:** Associate in Technical Arts

**Purpose:** These degree programs prepare students with a broad business background, as well as provide specialized training in office skills. While students are accepted into the program each quarter, those who start in September find it easier to schedule their courses in the suggested sequences. Prerequisites include: demonstrated proficiency in math, reading, English, and basic keyboarding skills. After completing the selected program, students will be prepared to compete for entry-level employment as office assistants and receptionists, in general offices, or medical offices. These Business Office Technology degrees are based upon a first year of core course offerings. The Administrative Assistant and Medical Administrative Assistant programs begin with a core group of courses. Since many of these courses are offered only one or two quarters during the year, it is essential that students accurately plan each year of study with the help of their advisor. During the second year, students will specialize in their selected field.

**Note:** Students thinking of transferring into an applied bachelor’s program, such as the Bachelor of Applied Science in Applied Management program that Centralia College offers, may need to take additional course work required for entrance:

- English Composition (5 credits)** *(note that English 102 and Public Speaking CMST& 202 are highly desirable, but not required)*

**Program Outcomes** - Students who successfully complete this program should be able to:

A. Demonstrate the ability to keyboard with speed and accuracy  
B. File correctly using alphabetic, numeric, geographic, and subject filing systems  
C. Apply rules of grammar, punctuation, and spelling in written and oral communications  
D. Prepare documents using advanced features in word processing software  
E. Format basic business letters, memos, reports, tables, and newsletters to office standards  
F. Solve basic business math problems  
G. Operate a 10-key electronic calculator by touch  
H. Analyze and calculate data using spreadsheet software  
I. Demonstrate the ability to relate effectively with others in the classroom  
J. Demonstrate human relations skills and professional behavior necessary for successful job performance  
K. Analyze and organize business transactions applying bookkeeping theory and systems  
L. Demonstrate the ability to apply acquired skills in the workplace  
M. Compose business letters, memos, resumes, and letters of application  
N. Obtain a first aid and CPR certificate  
O. Use medical terms correctly  
P. Demonstrate an understanding of human biology  
Q. Transcribe medical documents from recorded dictation  
R. Enter patient record information using electronic software  
S. Demonstrate an understanding of the Health Insurance Portability and Accountability Act  
T. Possess a basic understanding of medical office procedures using medical charts and records, electronic medical records, receiving visitors, scheduling appointments, and confidentially in a medical office

**Learning Themes:**  
General education outcomes at Centralia College help students, faculty, and the general public identify what learning is expected when a student has completed a degree or program. The administration, faculty, and staff have agreed upon the following five Learning Ability Themes which students can expect to encounter in most courses and by the completion of any degree or program.

**Reasoning:**  
The ability to extract information from data, develop ideas and solutions, establish logical progression in thinking, and problem solve using such procedures as literary analysis or the scientific methods.

**Written, Oral and Visual Communication:**  
The ability to make oneself understood in public, interpersonal, professional, artistic, and technical arenas.

**Exploration-Self and Others:**  
An awareness of the values, beliefs, customs, and contributions of persons from one’s own and other traditions, ethnicities, classes, and genders.

**Resourcefulness:**  
The ability to adapt to change, such as technological innovations or environmental conditions.

**Responsibility:**  
The ability to be accountable to self, society, and the natural world.

---

**Estimated Quarterly Program Costs (subject to change without notice)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test: Accuplacer</td>
<td>$15</td>
</tr>
<tr>
<td>Resident Tuition (15 credits) and fixed fees:</td>
<td>$1399</td>
</tr>
<tr>
<td>US Citizen Nonresident Tuition (15 credits) and fixed fees</td>
<td>$1536</td>
</tr>
<tr>
<td>Non US Citizen Nonresident Tuition (15 credits) and fixed fees</td>
<td>$3202</td>
</tr>
<tr>
<td><em>Tuition is subject to change due to State Legislative actions</em></td>
<td></td>
</tr>
<tr>
<td>Books and supplies (estimate):</td>
<td>$482</td>
</tr>
<tr>
<td>Lab fees:</td>
<td>$12</td>
</tr>
</tbody>
</table>

---

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Centralia College Vice President of Human Resources and Legal Affairs, 600 Centralia College Blvd., Centralia, WA 98531.