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| JJC Logo Primary_black.jpg | **2019-2020 Completion Guide**  **Medical Administrative Assistant, Certificate of Achievement, CO510**  **ICCB Approved Total Program Hours: 50** |
| Date | *The following schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.* |
| Program Prerequisites |  |

**T= Traditional H = Hybrid W = Web**

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| **First Semester** | | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| BIO 100 | Medical Terminology | 3 | T, W | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096; and placement into MATH 094 or higher, or minimum grade of “C” in MATH 090. | FL, SP, SM |  |
| BIO 125 | Human Biology | 4 | T, H | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096; and placement into MATH 094 or higher, or minimum grade of “C” in MATH 090. | FL, SP, SM |  |
| OFS 101 | Fundamentals of Document Formatting | 3 | T, H |  | FL, SP |  |
| HIM 101 | Health Information Management I | 3 | H |  | FL, SP |  |
|  | Total Semester Hours | 13 |  |  |  |  |

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| **Second Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| ENG 101\* *or* ENG 130\*\* | Rhetoric\* Technical Writing  & Communication\*\* | 3 | T, W\*  W\*\* | Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096. | FL, SP, SM |  |
| OFS 166 | Microsoft Word I | 3 | T, W | OFS 101 or consent of department. | FL, SP |  |
| HIM 110 | Basic ICD Coding | 4 | T, H | Take BIO 100 and one of the following prerequisites: BIO 125; or BIO 151; or BIO 250 and BIO 251. Minimum grade of “C” and take HIM 115 which may be taken concurrently. | FL, SP, SM |  |
| HIM 115 | Principles of Disease | 3 | T, W | BIO 100 and BIO 125. Concurrent: Enrollment in HIM 110 and HIM 111 is optional. | FL, SP, SM |  |
|  | Total Semester Hours | 13 |  |  |  |  |

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| **Third Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 102 | Intermediate Document Formatting | 3 | T, W | OFS 101 or consent of department. | FL, SP |  |
| OFS 143 | Medical Transcription | 3 | T | BIO 100 and OFS 166 or consent of department. | SP |  |
| OFS 210 | Medical Administrative Procedures | 3 | T | OFS 166 | SP |  |
| OFS 214 | Microsoft Office Suite | 4 | W |  | FL, SP, SM |  |
|  | Total Semester Hours | 13 |  |  |  |  |

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| **Fourth Semester** | | | | | | |
| Course | Title | Credit Hours | Mode of Delivery | Prerequisites | Terms offered | Notes |
| OFS 180 | Records Management | 3 | T | OFS 102 or consent of department. | FL |  |
| OFS 103 | Advanced Document Formatting | 4 | T | OFS 102 or consent of department. | FL, SP |  |
| Major Core Elective |  | 4 |  |  |  |  |
|  | Total Semester Hours | 11 |  |  |  |  |

**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 given degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which 15 credit hours applicable to the degree are earned at JJC. Proficiency test, CLEP and Advanced Placement does 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 the student’s anticipated last semester.)

6. Have all official transcripts from other colleges/universities on file in the Graduation Office by the graduation filing date for evaluation of credit. A delay in the process may result in a later graduation date.

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| Student Advising Center  815-280.2673  academicadvising@jjc.edu | Department Chairperson | Program Advisor |
| William O’Connor | Deborah Dykstra |
| (815) 280-2404  woconnor@jjc.edu | (815) 280-2688  ddykstra@jjc.edu |