

# Medical Administrative Assistant (MAA)

## Medical Administrative Assistant (MAA)

The Medical Administrative Assistant program prepares students to perform administrative duties for medical offices and health care facilities.

Students develop competencies in medical office procedures, medical terminology, and medical coding and billing along with skills in time management, communications and transcription, and using application software.

Graduates earn an Associate of Applied Business degree and can expect to work as administrative assistants or as office managers in a variety of medical office and health care management settings.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

## Medical Administrative Assistant (MAA)

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 ( G )	3	0	3
IM 100	Computer Literacy ( B )	1	2	2
IM 115	Administrative Office Procedures and Practices ( B )	2	3	3
IM 130	Electronic Word Processing: Microsoft Word ( T )	2	3	3
MCH 101	Medical Terminology 1 ( T )	2	0	2
FYE 1XX	First Year Experience Elective ( B )	1	0	1
Semester 2				
BUS 190	Professional Practices ( B )	1	0	1
IM 111	Computer Applications 1 ( T )	2	3	3
IM 120	Electronic Spreadsheets: Microsoft Excel ( T )	2	3	3
IM 135	Business Document Formatting ( T )	2	3	3
MCH 102	Medical Terminology 2 ( T )	2	0	2
ENG 10X	English Composition Elective ( G )	3	0	3
Semester 3				
MAT 1XX	Mathematics Elective ( G )	3	0	3

MAA X9X	Cooperative Education Elective	1	40	2
1: Medical Administrative Assistant ( T )				

Semester 4				
ACC 101	Financial Accounting ( B )	2	2	3
IM 145	Document Proofreading and Editing ( T )	2	3	3
IM 155	Emerging Technologies and Social Media ( T )	2	2	3
LAW 101	Business Law ( B )	3	0	3
MA 120	Medical Office Insurance Coding and Billing ( T )	2	0	2

Semester 5				
ACC 1XX	Accounting Software Elective ( T )	0	2	1

MAA X9X	Cooperative Education Elective	1	40	2
2: Medical Administrative Assistant ( T )				

Semester 6				
COMM 105	Interpersonal Communication ( G )	3	0	3
IM 260	Medical Administrative Procedures ( T )	2	2	3
MGT 10X	Management Elective ( B )	3	0	3
XXX XXX	Social/Behavioral Science Elective ( G )	3	0	3

Total Credits:		50	108	63
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## Electives

First Year Experience Elective		
FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

English Composition Elective		
ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

Mathematics Elective		
MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

**Accounting Software Elective**

ACC 115	Accounting Software Applications: Sage (Peachtree)	2
ACC 121	Computerized Bookkeeping: QuickBooks 1	1

**Management Elective**

MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3

**Social/Behavioral Science Elective**

Any Transfer Module course from ECO, GEO, HST, LBR, POL, PSY, SOC

**Cooperative Education Electives (4 credit hours required)**

MAA 191	Part-Time Cooperative Education 1: Medical Administrative Assistant	1
MAA 192	Part-Time Cooperative Education 2: Medical Administrative Assistant	1
MAA 193	Part-Time Cooperative Education 3: Medical Administrative Assistant	1
MAA 194	Part-Time Cooperative Education 4: Medical Administrative Assistant	1
MAA 291	Full-Time Cooperative Education 1: Medical Administrative Assistant	2
MAA 292	Full-Time Cooperative Education 2: Medical Administrative Assistant	2

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

**Faculty****Program Chair**

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