ADMINISTRATIVE MEDICA ASSISTANT AAS (99-100 C DITS)

Bates Technical College
2023-24 Catalog addendum
elective change below

CIP Code

51.0716

- 6 quarter AAS
- Maximum class size: 20
- Student to teacher ratio: 10:1
- Enrollment point: Fall, Spring
- This is a hybrid course with some classes being offered fully online, with over half the classes being in-person.
- Students will have access to a computer and dual monitors, purchase a resource manual for medical coding, medical software for health records and management.
- After completion of AAS in AMA, two additional certificates offered: Front Office Dental Assistant Certificate; Medical Billing & Coding Certificate

Required Courses:

Administrative Medical Assistant AAS (99-100 Credits)

AMA 110	Computer Basics	1
AMA 111	Introduction to Word Processing	3
AMA 112	Fundamentals of Medical Terminology	4
AMA 113	Healthcare Communications	5
AMA 114	Introduction to the Health Care Profession	5
AMA 115	Digital Medical Editing	3
AMA 116	Medical Office Procedures	3
AMA 117	Beginning Medical Terminology	4
AMA 118	Administrative Medical Concepts	4
AMA 119	Advanced Medical Office Procedures	3
AMA 120	Introduction to Spreadsheets	3
AMA 121	Intermediate Medical Terminology	4
AMA 122	Intermediate Administrative Medical Concepts	4
AMA 123	Electronic Health Records	4
AMA 124	First Aid/CPR	1
AMA 125	Practice Management System Applications	2
AMA 126	Advanced Administrative Medical Concepts	4
AMA 127	Medical Insurance and Reimbursement	4
AMA 128	Advanced Medical Terminology - Pathophysiology	4
AMA 129	Medical Coding Applications	4
AMA 130	Medical Office Supervision and Management	3
AMA 131	Interview Techniques	3
AMA 133	HIV/BBP Prevention Education	1
AMA 134	Healthcare Credentialing	2
AMA 135	Practical Applications	3

Electives

Minimum 3 elective credits required. Either AMA132 (3 cr.) or AMA296 (2 cr.) & AMA297 (1 cr.)

AMA 132	Phlebotomy **or PNURS 292 Basic Phlebotomy (3 credits)**	3
AMA 296	Work-based Learning Experience	1-3
AMA 297	Work-based Learning Seminar	1

General Education Requirements

Communications (5 Credits Required)

ENGL 175	Professional Writing	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

Humanities/Social Sciences/Natural Sciences/Other (5 Credits Required)

BIOL 170	Medical Terminology	2
BIOL& 160	General Biology	5
BIOL& 175	Human Biology with Lab	5
BIOL& 241	Human Anatomy and Physiology I	5
BIOL& 242	Human Anatomy and Physiology II	5
BIOL& 260	Microbiology	5
CHEM& 121	General Chemistry	5
CHEM& 131	Introduction to Organic/Biochemistry	5
CMST& 102	Introduction to Mass Media	5
CMST 152	Intercultural Communication	5
CMST& 210	Interpersonal Communication	5
CMST& 220	Public Speaking	5
CMST& 230	Small Group Communications	5
CMST& 240	Culture & Diversity in Health Care	5
ECON& 201	Microeconomics	5
ECON& 202	Macroeconomics	5
HIST 101	A History of Science and Technology	5
HUM& 101	Introduction to Humanities	5
NUTR& 101	Intro to Nutrition	5
PHYS& 114	Introductory Physics I (Algebra based Physics)	5
PHYS& 221	Engineering Physics I w/LAB	5
PHYS& 222	Engineering Physics II w/LAB	5
PHYS& 223	Engineering Physics III w/LAB	5
POLS& 101	Introduction to Political Science	5
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
SOC& 101	Introduction to Sociology	5

Quantitative (5 Credits Required)

MATH 171	Technical Math	5
MATH 172	Business Math	5
MATH 174	Math for Allied Health	5
MATH& 107	Math in Society	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Statistics	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5

Note: See a Career Advisor prior to choosing courses that meet general education requirements.