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## 2024-25 ACADEMIC COURSES

### MED 112 : MEDICAL ASST ADMINISTRATIVE I

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In this course, students are introduced to the basic administrative procedures performed in an ambulatory setting. Students will also be introduced to the administrative use of the medical record. Also included are professional communications and behaviors, patient reception, office equipment, ethical and legal standards, and the office environment. Students must complete the course with a "C" or higher.

**Level I Prereq:** Academic Reading Level 5; Academic Writing Level 3; MED 101, MED 104, MED 114 and MED 116, must enroll concurrently in all courses

Description	Hours
Credits	2
Lecture Hours	30
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	30

Accurate as of 04/22/2024 Information is subject to change without notice.