

MEDICAL ADMINISTRATIVE SPECIALIST ADMISSION PROCESS – FALL 2010

- 1. Register for admission to the college**
- 2. Declare Medical Administrative Specialist program interest**
- 3. Meet Accuplacer (or other course placement determined by the college) basic math and English criteria:**
 - a) COM 063 Reading for College or placement in COM 111-Business/Technical Communications or higher on Accuplacer test.**
 - b) COM 073 Essentials for College Writing or placement in COM 111-Business/Technical Communications or higher on Accuplacer test.**
 - c) Placement in NSM 052 Per-Algebra or higher on Accuplacer test OR meet corresponding ACT/SAT scores.**
- 4. If course placement criteria not met, student may enroll in appropriate remedial course/s to bring skill level up to criteria.**
- 5. Complete course prerequisites: (minimum of a 2.5 GPA required – with no grade lower than 2.0)**
 - a) ALH 218 Medical Terminology**
 - b) NSA 101 Introduction to Anatomy and Physiology or NSA 105 Principles of Anatomy and Physiology**
 - c) EDP 101 Introduction to Computers and Software**
 - d) BAA 100 Fundamentals of Accounting**
 - e) BIP 121 Intermediate Keyboarding or equivalent high school experience**
- 6. SUGGESTED COURSE ROTATION: (minimum of a 2.5 GPA required at all times – with no grade lower than 2.0 ALH 232 and ALH 233 must be passed with a minimum grade of 2.5 (80%) and special professional behavioral grading criteria must be met)**

SEMESTER ONE:

 - a) COM 110 Interpersonal Communications**
 - b) BAM 103 Business Math**
 - c) BAA 109 Payroll Accounting**
 - d) ALH 232 Administrative I- Medical Office Procedures**
 - e) ALH 250 Medical Law and Ethics**

SEMESTER TWO:

- a) **COM 111 Business/Technical Communications**
- b) **BIP 222 Medical Keyboarding/Word Processing**
- c) **BAM 260 Small Business Management**
- d) **ALH 205 Pharmacology for Allied Health**
- e) **ALH 233 Administrative II – Advanced Medical Office Procedures**

SEMESTER THREE: (AN OVERALL GPA OF 2.5 MUST BE MET TO ENTER EXTERNSHIP – NO GRADE CAN BE LOWER THAN 2.0 – ALL PROGRAM INSTRUCTORS MUST RECOMMEND THE STUDENT FOR EXTERNSHIP PLACEMENT)

- a) **Complete externship preparations**
- b) **Complete ALH 281 – Medical Administrative Specialist Externship**
- c) **Complete suggested preparations and review for CMAS exam (online)**
- d) **Complete CMAS exam**