

Name of Degree/Diploma or Certificate	DIPLOMA—Medical Administrative Assistant		
Coordinator Contact Information	Name	Sharon Breeding	
	Office	Regency Campus	
	Office Phone	859-246-6812	
	Email	SharonK.Breeding@kctcs.edu	
Recommended Sequencing		Courses	Date Complete
	First Year, Fall	<ul style="list-style-type: none"> • BIO 130—Aspects of Human Biology • OST 105—Introduction to Information Systems • ENG 101—Writing I OR OST 108—Editing Skills for Office Professionals • OST 103—Medical Office Terminology • OST 110—Document Formatting/Word Processing 	
	First Year, Spring	<ul style="list-style-type: none"> • MT 105—Business Mathematics OR OST 213—Business Calculation for Office Professionals • OST 104—Introduction to Medical Insurance • OST 106—Introduction to Medical Transcription • OST 210—Advanced Word Processing Applications • OST 217—Medical Office Procedures • OST 230—Medical Records/Data Management 	
	Second Year, Fall	<ul style="list-style-type: none"> • ACT 101—Fundamentals of Accounting • OST 227—Medical Office Software • OST 235—Business Communications Technology • OST 240—Software Integration • OST 275—Office Management (elective) • OST 295—Office Systems Technology Internship • 	
		•	50-56 hrs