

ADMINISTRATIVE ASSISTANT—MEDICAL

New enrollments into this program are restricted as of Spring 2025. Please contact an academic advisor about alternative options.

Associate in Applied Science

Prescribed Technical Program	46-48
General Education	15-16
Digital Literacy	
Total Degree Credits	61-64

Prescribed Technical Program Requirements

ACCT 200	Elements of Accounting I	3
BIOL 115	Concepts of Anatomy & Physiology ¹	3
BOTE 108	Business Mathematics	3
BOTE 121	Business English (Fall)	3
BOTE 152	Keyboarding II (Spring) ²	3
BOTE 171	Medical Terminology	3
BOTE 172	Medical Terminology (Spring)	3
BOTE 197	Cooperative Education/Internship (1 credit minimum is required.)	1-3
BOTE 209	Office Management (Fall)	3
BOTE 210	Business Communications	3
CIS 102	Computer Software Applications - Word (Spring) ³	3
CIS 104	Microcomputer Database ³	3
CIS 105	Microcomputer Spreadsheets ³	3
CIS 130	Presentations (Spring) ³	3
CIS 147	Principles of Information Security ⁴	3
CIS 202	Advanced Software Applications (Spring)	3
	Total Credits	46-48

General Education Requirements

<i>Arts & Humanities/Social & Behavioral Sciences</i>		
Select one of the following recommended courses:		3
HIST 103	United States to 1877	
ECON 201	Principles of Microeconomics	
PSYC 111	Introduction to Psychology	
SOC 110	Introduction to Sociology	
<i>Written or Oral Communications</i>		
ENGL 110	College Composition I	3
Select one of the following:		3
ENGL 120	College Composition II	
ENGL 125	Introduction to Professional Writing	
COMM 110	Fundamentals of Public Speaking	
<i>Business, Math, Science & Technology (Two Areas of Study)</i>		
CSCI 101	Introduction to Computers (Required) ⁴	3
Select one of the following recommended courses:		3-4
MATH 110	Math in Society	
MATH 137	Applied Algebra	
CIS 147	Principles of Information Security ⁴	
CIS 164	Networking Fundamentals I	
	Total Credits	15-16

Digital Literacy Requirements

Select one of the following:

CSCI 101 Introduction to Computers ⁴

CIS 147 Principles of Information Security ⁴

BSC Approved Training Course

NDUS Institution Approved Training Course

NDUS Institution Designated Digital Literacy Course

1

BIOL 115L is not required.

2

A prerequisite for Keyboarding II (BOTE 152) is to be able to key with proper technique approximately 40+ words a minute.

3

CIS 102, CIS 104, CIS 105 and CIS 130 may be challenged.

4

CSCI 101, CIS 147 or courses transferred in from another NDUS Institution that are listed as both general education and digital literacy may satisfy both requirements upon successful completion.

College Degree & Digital Literacy Requirements

General Education & Diversity Course Matrix Requirements