



**Aims Community College
Medical Administrative Assistant
Postsecondary Plan of Study**

	Pathway: Health Science	Plan of Study: Medical Administrative Assistant Web ID 6264, 6254 & 6686
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<p>Career Goal (O*Net Code): (Click the occupational title to access education, skills, and employment outlook information)</p> <p>Medical Secretaries (43-6013.00)* Medical Records and Health Information Technicians (29-2071.00)* Medical Assistants (31-9092.00)* Medical Transcriptionists (31-9094.00)</p> <p>* High Demand Career</p>	<p>Relevant Occupational Experience</p> <p>Pathway Overview: The Health Science Career Cluster orients students to careers that promote health, wellness, and diagnosis as well as treat injuries and diseases.</p> <p>Relevant Abilities: Good with people, Able to multitask, Accurate and Detail-oriented, Knowledge of other languages is useful, Writing skills, Above-average knowledge of English grammar, Typing skills.</p> <p>Military: Medical Care Technician or Medical Service Technician</p> <p>CCCS Credit for Prior Learning Guide Aims Assessment for Credit for Prior Learning assistance</p> <p>Related Occupations: Medical Admin and Medical Assistants</p>
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Possible Pathways to your Career!					
	Programs Available	Program Length (*Based on meeting Program Entrance Requirements)	Estimated Tuition (in-district)	Career Options	Salary Range
Certificate Option(s)	Medical Transcription and Coding	31 credits (2 Sem)	\$2627.40	Medical Transcriptionist, Transcriptionist, Radiology Transcriptionist, Medical Transcriber, Medical Language Specialist, Pathology Transcriptionist, Documentation Specialist, Medical Transcription Supervisor Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, File Clerk, Medical Records Coordinator, Medical Records Analyst, Medical Records Director, Receptionist, Coder	\$-\$



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Associate Degree(s)	Medical Administrative Assistant	61-62 credits (4 Sem)	\$5189.40	Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator Medical Assistant, Certified Medical Assistant (CMA), Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant	\$-\$\$
District 6 Greeley/Evans Word Processing I articulates as BTE 108. Word Processing II articulates as BTE 155. Platte Valley's Word Processing class articulates as BTE 155 & Adalia Computer Applications I & II articulates as BTE 155.				How to get Articulation Credit	
Articulation Opportunities to Advanced Degrees:					
Advanced Degree(s)	Medical/Clinical Assistant	120+ credits	Amer National Westwood	Medical Assistant, Certified Medical Assistant (CMA), Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant	\$-\$\$

* \$ = \$15-25,000; \$\$ = \$25-55,000; \$\$\$ = \$55-90,000; \$\$\$\$ = Above \$90,000

08-09 Placement Trends: Medical Admin. Assistant	28 completers	*R 48%	*U 23.8%	*R: related occupations *U: unrelated occupations
The 3 year median loan debt incurred by program completers	<i>(Needs to be calculated by Student Financial Aid)</i>			
CollegeInColorado's SLOPE Calculator	SLOPE calculates your estimated monthly payment for student loans and compares it to your projected earnings for your career choice. The results will indicate how much you can borrow comfortably based upon your career.			



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College Tuition Comparison Guide	Compare Colleges Resident and Non-resident tuition and fees.
Extended Learning Experiences	
Support Services: Services for Students – Academic Support, Advising, Bookstore, Campus Technology, Career Center, E-Cashier, Disability Services, Fitness Facilities, Financial Aid, Library, Learning Commons, Student Life, Student Success Center, Testing Center, Tutoring & Supplemental Instruction.	
Financial Aid: General Financial Aid Information – Aims Community College offers a wide variety of financial aid programs and services to help you meet your educational costs including Federal & State Grants, Scholarships, Work-Study Program	
Professional Affiliations <i>Departments, please provide this specific information</i>	



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Selected Web Resources

[American Association of Medical Assistants \(AAMA\)](#)
[American College of Emergency Physicians](#)
[Center for Disease Control](#)
[Health Web](#)
[International Association of Administrative Professionals \(IAAP\)](#)
[Medical Assistant Net](#)
[Medical Transcription Networking Center](#)
[Medline](#)
[National Center for Health Statistics](#)
[Stedman's Medical Dictionary Online](#)
[Occupational Outlook Handbook – Secretaries and Administrative Assistants](#)

Practical Learning Experiences:

(Insert non-classroom learning experiences here – i.e. internships, job shadowing, etc...)

Aims Community College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools.

Aims Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Please direct inquiries to: Sandra Owens, 5401 West 20th Street P.O. Box 69, Greeley CO. 80634.

*** It is strongly recommended that if students are intending to transfer to a four-year institution, they consult with the transfer institution to determine transferability of their Aims Community College courses.*

**** This document is a guide only. It does not act as a legally binding contract.*