DAKOTA COLLEGE AT BOTTINEAU

Medical Administrative Assistant

The Medical Administrative Assistant program is a hybrid program offered partially online and on campus and can be completed in as little as two years. Don't stop at Medical Administration—you can earn your Medical Coding certificate and Medical Assistant degree at the same time to help expand your career options.

Why study to be a medical administrative assistant?

You can help build the health care system of tomorrow while building a successful career for yourself. Big changes are underway in the way Americans deliver, consume, and pay for health care.

Career choices

Medical administrative assistants perform routine administrative and clinical tasks including answering the phone, greeting patients, updating and maintaining patient medical records, processing insurance forms, scheduling patient appointments or medical procedures, coordinating lab services, transcription, and coding. Some career options include:

- Hospitals
- Outpatient clinics
- Surgical centers
- Physician private practices
- Chiropractors

Focused courses for your degree

This program focuses on courses specifically for medical assisting and include fewer of the general education courses required for a certificate or AAS degree. You will study the basic understanding of human diseases and appropriate interventions within the medical assisting field, as well as hands-on clinical experience.

Earning a degree takes time, patience and hard work. For me, online classes are the way to go. I work full time, and have three kids. If it were not for online classes, I would never have a chance at getting my degree. I am so thankful. I can do my school work on my time and in the privacy of my home.

— Alysia Campani, Grand Forks

START SMALL...GO FAR
with Dakota College at Bottineau

Freshman Year	Fall	Spring
AH 134 Medical Disorders	3 cr	
AH 171 Medical Terminology	3 cr	
BIOL 115 Concepts of Anatomy & Physiology	4 cr	
BOTE 108 Business Mathematics	3 cr	
CSCI 101 Introduction to Computers	3 cr	
AH 231 Healthcare Law & Ethics		3 cr
BADM 202 Principles of Management		3 cr
COMM 110 Fundamentals of Public Speaking		3 cr
PHRM 215 Intro. to Pharmacology		3 cr
ART/HUM/SS elective		3 cr

Sophomore Year	Fall	Spring
ACCT 200 Elements of Accounting I	3 cr	
AH 138 Basic Procedure Coding	3 cr	
AH 139 Basic Diagnosis Coding	3 cr	
AH 287 Computer App. in Healthcare	3 cr	
ENGL 110 College Composition I	3 cr	
Wellness elective	1 cr	
AH 137 Clinical Specialties		2 cr
AH 222 Medical Transcription I		3 cr
BOTE 209 Office Management		3 cr
BOTE 210 Business Communication		3 cr
AH 297 Cooperative Education		4 cr

All courses subject to change.

CONTACT INFORMATION

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**Admission Application and Campus Tours**
Admission/Student Services: 800-542-6866

WWW.DAKOTACOLLEGE.EDU

Dakota College at Bottineau Vision

Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.
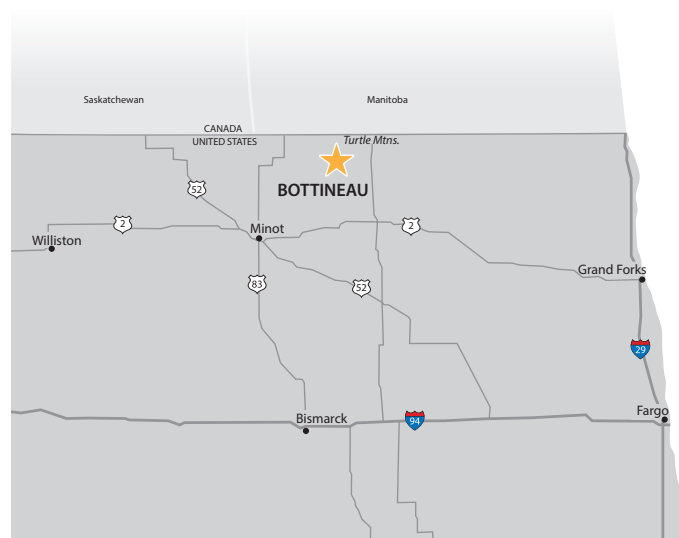
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