

# Medical Administrative Technology



Associate in Applied Science (Total Credit Hours – 64)

## GENERAL EDUCATION REQUIREMENTS

### WRITTEN / ORAL COMMUNICATIONS

<input type="checkbox"/> ENGL	1200	Business English <b>OR</b>	3
<input type="checkbox"/> ENGL	1204	English Composition I	
<input type="checkbox"/> ENGL	1236	Technical Communications <b>OR</b>	3
<input type="checkbox"/> ENGL	1206	English Composition II	
<input type="checkbox"/> COMM	1230	Public Speaking <b>OR</b>	3
<input type="checkbox"/> COMM	1200	Interpersonal Communications	
<b>TOTAL</b>			<b>9</b>

### HUMANITIES

See Advisor for Transfer Information

<b>Fine Arts</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Language Arts</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Philosophy / History / Religion</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL</b>			

### SOCIAL and BEHAVIORAL SCIENCES

See Advisor for Transfer Information

<b>Social Science</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Behavioral Science</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Economics / Political Science</b>			
<input type="checkbox"/> ECON	1615	Personal Finance	3
<input type="checkbox"/>			
<b>TOTAL</b>			<b>3</b>

### NATURAL SCIENCE and MATHEMATICS

See Advisor for Transfer Information

<input type="checkbox"/> MATH	1819	Business Mathematics <b>OR</b>	3
<input type="checkbox"/> MATH	1806	Technical Mathematics	
<input type="checkbox"/> LIFE	1411	Anatomy and Physiology for Pre-Hospital Provider	4
<input type="checkbox"/>			
<b>TOTAL</b>			<b>7</b>

See Advisor for Transfer Information			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL</b>			

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## REQUIREMENTS for SPECIFIC MAJOR:

### MAJOR REQUIREMENTS

See Advisor for Transfer Information

<input type="checkbox"/> BSTC	1036	Computer Concepts & Applications	3
<input type="checkbox"/> BSTC	1685	Spreadsheet Applications	3
<input type="checkbox"/> OFTC	1696	Word Processing Applications	3
<input type="checkbox"/> ACCT	1602	General Accounting <b>OR</b>	3
<input type="checkbox"/> ACCT	1614	Accounting I	
<input type="checkbox"/> OFTC	1650	Ten Key Mastery	1
<input type="checkbox"/> OFTC	1603	Keyboarding II	3
<input type="checkbox"/> BUSI	1800	Business Communications	3
<input type="checkbox"/> BUSI	1807	Customer Service	3
<input type="checkbox"/> BUSI	1607	Business Ethics <b>OR</b>	3
<input type="checkbox"/> MDAS	1657	Legal and Ethical Issues in Healthcare	
<input type="checkbox"/> MDAS	1672	Medical Terminology	3
<input type="checkbox"/> MDAS	1673	Medical Coding I	3
<input type="checkbox"/> MDAS	1655	Medical Administrative Aspects	4
<b>TOTAL</b>			<b>35</b>

### MAJOR ELECTIVES

See Advisor for Transfer Information

<input type="checkbox"/> BSTC	1001	Introduction to Computers	3
<input type="checkbox"/> BSTC	1023	Database Management Systems	3
<input type="checkbox"/> OFTC	1601	Keyboarding I	3
<input type="checkbox"/> ACCT	1616	Accounting II	3
<input type="checkbox"/> ACCT	1611	Microcomputer Accounting Applications	3
<input type="checkbox"/> BUSI	1802	Payroll Procedures	3
<input type="checkbox"/> BUSI	1600	Introduction to Business	3
<input type="checkbox"/> BUSI	1608	Business Law I	3
<input type="checkbox"/> BSTC	1643	Human Resource Management	3
<input type="checkbox"/> BUSI	1702	Supervisory Development	3
<input type="checkbox"/> BUSI	1804	Human Relations in Business	3
<input type="checkbox"/> LANG	1933	Spanish for the Workplace	2
<input type="checkbox"/> MDAS	1657	Legal & Ethical Issues in Healthcare	3
<input type="checkbox"/> MDAS	1650	Medical Professional Issues	2
<input type="checkbox"/> MDAS	1674	Medical Coding II	3
<input type="checkbox"/> MDAS	1675	Medical Coding III	4
<b>TOTAL</b>			<b>10</b>

Review Date. 6/18

Effective 8/18

**PHYSICAL EDUCATION** (maximum of two credit hours) **OR**  
**HEALTH** (maximum of three credit hours)

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Placement Scores: \_\_\_ English \_\_\_ Math \_\_\_ Reading

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