

Medical Administrative Technology

Zone 3: Emphasis Requirements and Electives			
<i>Depending upon choices in Zones 1 and 2, the credit hours in Zone 3 could vary between 18 and 27.</i>			
Sector A: Emphasis Requirements			
<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 OR ACCT 1614	General Accounting OR Accounting I	3
<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 OR MDAS 1657	Business Ethics OR Legal and Ethical Issues in Healthcare	3
<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
Total			35
Sector B: Emphasis Electives			
<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 1600	Introduction to Business	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 1674	Medical Coding II	3
<input type="checkbox"/>	MDAS 1675	Medical Coding III	4
<input type="checkbox"/>	PSYC 1000	General Psychology	3
<input type="checkbox"/>	SOCI 1100	Introduction to Sociology	3
Total			10
Sector C: Other Electives			
<input type="checkbox"/>			
Total			64

Review Date: 09/20
Effective Date: 08/20

Student Name: _____ ID#: _____ Placement Scores: ___English ___Math ___Reading

