

# Medical Administrative Technology



Associate in Applied Science (Total Credit Hours – 64)

1 <sup>st</sup> Semester (Fall Semester)			
<input type="checkbox"/> ENGL	1200	Business English <b>OR</b>	3
	1204	English Composition I	
<input type="checkbox"/> COMM	1230	Public Speaking <b>OR</b>	3
	1200	Interpersonal Communications	
<input type="checkbox"/> BSTC	1036	Computer Concepts & Applications	3
<input type="checkbox"/> OFTC	1666	Records Management	3
<input type="checkbox"/> MDAS	1672	Medical Terminology	3
<input type="checkbox"/>			
<b>TOTAL</b>			<b>15</b>

3 <sup>rd</sup> Semester (Fall Semester)			
<input type="checkbox"/> BUSI	1800	Business Communications	3
<input type="checkbox"/> MDAS	1673	Medical Coding I	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"/> ECON	1615	Personal Finance	3
<input type="checkbox"/> MATH	1819	Business Mathematics <b>OR</b>	3
	1806	Technical Mathematics	
<input type="checkbox"/> OFTC	1650	Ten Key Mastery	1
<input type="checkbox"/>			
<b>TOTAL</b>			<b>16</b>

2 <sup>nd</sup> Semester (Spring Semester)			
<input type="checkbox"/> ENGL	1236	Technical Communications <b>OR</b>	3
	1206	English Composition II	
<input type="checkbox"/> OFTC	1603	Keyboarding II	3
<input type="checkbox"/> ACCT	1602	General Accounting <b>OR</b>	3
	1614	Accounting I	
<input type="checkbox"/> OFTC	1696	Word Processing Applications	3
<input type="checkbox"/> LIFE	1411	Anatomy & Physiology for the Pre-Hospital Provider	4
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL</b>			<b>16</b>

4 <sup>th</sup> Semester (Spring Semester)			
<input type="checkbox"/> BUSI	1807	Customer Service	3
<input type="checkbox"/> BSTC	1685	Spreadsheet Applications	3
<input type="checkbox"/> MDAS	1655	Medical Administrative Aspects	4
<input type="checkbox"/>		Major Elective	7
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>TOTAL</b>			<b>17</b>

Review Date: 08/18  
Effective Date: 09/13

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

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

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