

This map provides a guide to completing a certificate program or an associate degree. Completion is subject to pre-requisite requirements and availability of the program/courses by location.

| TERM 1 | | CREDITS | MILESTONE | SGE | COMPLETED |
|---|--|-----------|-----------|-----|--------------------------|
| ENGL 1200 or ENGL 1204 or ENGL 1209 | Business English or English Composition I or English Composition I with Review | 3 | | | <input type="checkbox"/> |
| COMM 1230 or COMM 1200 | Public Speaking or Interpersonal Communications | 3 | | 020 | <input type="checkbox"/> |
| BSTC 1036 | Computer Concepts & Applications | 3 | | 070 | <input type="checkbox"/> |
| BUSI 1807 | Customer Service | 3 | | | <input type="checkbox"/> |
| MDAS 1672 | Medical Terminology | 3 | ✓ | | <input type="checkbox"/> |
| OFTC 1650 | Ten Key Mastery | 1 | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| TOTAL CREDITS | | 16 | | | |

| TERM 2 | | CREDITS | MILESTONE | SGE | COMPLETED |
|---------------------------|--|-----------|-----------|-----|--------------------------|
| BUSI 1800 | Business Communications | 3 | | | <input type="checkbox"/> |
| ENGL 1236 or ENGL 1206 | Technical Communication or English Composition II | 3 | | | <input type="checkbox"/> |
| ACCT 1602 or ACCT 1614 | General Accounting or Accounting I* | 3 | | | <input type="checkbox"/> |
| OFTC 1696 | Word Processing Applications | 3 | | 070 | <input type="checkbox"/> |
| LIFE 1411 | Anatomy & Pysiology for the Pre-Hospital Provider | 4 | | 040 | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| TOTAL CREDITS | | 16 | | | |



Milestone Courses should be taken in the term shown. This will help you stay on track and graduate on time.



Make your summer matter. Summer is a great time to take some courses and get ahead or stay on track.



After successful completion, students are eligible to sit for the following industry exam: Certified Medical Administrative Assistant.

Systemwide General Education (SGE) Key

- 010 English
- 020 Communications
- 030 Math & Statistics
- 040 Natural & Physical Science
- 050 Social & Behavioral Sciences
- 060 Arts & Humanities
- 070 Barton Designated

sge.bartonccc.edu

General Advising Notes

- * Subject to placement or pre-requisite requirements.
- ** To Complete the AAS Degree, ten credit hours of emphasis electives are required to be completed.
- Do not recommend PSYC 1000 and SOCI 1100 in the same semester

Student Name _____ ID# _____

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| TERM 3 | | CREDITS | MILESTONE | SGE | COMPLETED |
|---------------------------|--|-----------|-----------|-----|--------------------------|
| BSTC 1685 | Spreadsheet Applications | 3 | | | <input type="checkbox"/> |
| OFTC 1603 | Keyboarding II | 3 | | | <input type="checkbox"/> |
| BUSI 1607 or MDAS 1657 | Business Ethics or Legal & Ethical Issues in Healthcare | 3 | | | <input type="checkbox"/> |
| ECON 1615 | Personal Finance | 3 | | 070 | <input type="checkbox"/> |
| MATH 1819 or MATH 1806 | Business Mathematics or Technical Mathematics* | 3 | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| TOTAL CREDITS | | 15 | | | |

| TERM 4 | | CREDITS | MILESTONE | SGE | COMPLETED |
|----------------------|---------------------------------|-----------|-----------|-----|--------------------------|
| MDAS 1655 | Medical Administrative Aspects* | 4 | | | <input type="checkbox"/> |
| MDAS 1673 | Medical Coding I* | 3 | | | <input type="checkbox"/> |
| | Emphasis Electives ** | 10 | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| TOTAL CREDITS | | 17 | | | |

Suggested Emphasis Electives

- OFTC 1601 Keyboarding I - 1 credit
 - ACCT 1616 Accounting II - 3 credits
 - ACCT 1611 Microcomputer Accounting Applications - 3 credits
 - BUSI 1600 Introduction to Business - 3 credits
 - BUSI 1702 Supervisory Development - 3 credits
 - BUSI 1804 Human Relations in Business - 3 credits
 - BSTC 1643 Human Resource Management - 3 credits
 - LANG 1933 Spanish for the Workplace - 2 credits
 - MDAS 1657 Legal & Ethical Issues in Healthcare - 3 credits
 - MDAS 1674 Medical Coding II - 3 credits
 - MDAS 1675 Medical Coding III - 4 credits
 - PSYC 1000 General Psychology - 3 credits
 - SOCI 1100 Introduction to Sociology - 3 credits
- See full list of courses in courses.bartonccc.edu

Advising Notes

* Subject to pre-requisite requirements
prereq.bartonccc.edu

Student Name _____ ID# _____