

Medical Administrative Technology

Associate of Applied Science – 64 Credit Hours

A minimum of 15 credit hours in General Education (Zones 1 and 2) in a minimum of three sectors is required. Additional hours to complete the degree are identified in Emphasis Requirements and Electives (Zone 3).

Zone 1: Foundation Courses			
Sector A: Written and Oral Communication			
<input type="checkbox"/>	ENGL 1200 or ENGL 1204	Business English OR English Composition I	3
<input type="checkbox"/>	ENGL 1236 ENGL 1206	Technical Communications OR English Composition II	3
<input type="checkbox"/>	COMM 1200 or COMM 1230	Interpersonal Communications or Public Speaking	3
Sector B: Mathematical Reasoning <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>	MATH 1819 OR MATH1806	Business Mathematics OR Technical Mathematics	3
Sector C: Technological Skills <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>			
Sector D: Global Issues and Diversity* <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>			
Total			12

*A course in Zone 1, Sector D Global Issues and Diversity could apply and meet the requirement in the appropriate Sector in Zone 2. It is possible to achieve the requirements of Zone 1 with 15 credit hours.

Zone 2: Introductory Courses <i>Six classes, at least one from each area, minimum of 18 and maximum of 24 credit hours.</i>			
Sector A: Arts and Humanities <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Sector B: Social Sciences <i>See Advisor for Transfer Information</i>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Sector C: Mathematics and Pure Science <i>One lab science required. See Advisor for Transfer Information</i>			
<input type="checkbox"/>	LIFE 1411	Anatomy and Physiology for Pre-Hospital Provider	4
<input type="checkbox"/>			
Sector D: Personal Well-Being <i>Restricted to two credits in PHED or HLTH. See Advisor for Transfer Information</i>			
<input type="checkbox"/>	ECON 1615	Personal Finance	3
<input type="checkbox"/>			
Total			7

Student Name: _____ ID#: _____ Placement Scores: ___ English ___ Math ___ Reading

Non-Discrimination Notice: Barton Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Barton Community College does not discriminate in its admissions practices [except as permitted by law], in its employment practices, or in its educational programs or activities on the basis of sex/gender, race, color, national origin, disability or any other protected classes enumerated in Policy 1132. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact Barton's Title IX Coordinator, Cheryl Brown, Title IX Coordinator, 245 NE 30 Road, Great Bend, KS 67530, (620) 786-7441, titleix@bartonccc.edu or brownc@bartonccc.edu. Visit equal.bartonccc.edu for more information.

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"/>			
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Note: After successful completion of this coursework, students will be eligible to sit for the following industry certification: CMAA - Certified Medical Administrative Assistant

Review Date: 09/22
Effective Date: 08/23

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