BARTON COUNTY COMMUNITY COLLEGE
245 NE 30th Road · Great Bend, Kansas 67530

Associate in Applied Science
Medical Administrative Technology

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General Education Requirements
At least 15 credit hours from at least 3 of the 5 General Education curriculum areas.

Written/Oral Communications			
☐ ENGL	1200	Business English (or)	3
☐ ENG	1204	English Composition I	3
☐ ENGL	1236	Technical Communications (or)	3
☐ ENGL	1026	English Composition II	3
☐ COMM	1200	Interpersonal Communications (or)	3
☐ COMM	1230	Public Speaking	3
TOTAL			**9**

Humanities			
FINE ARTS			
☐			
☐			
☐			
☐			
LANGUAGE ARTS			
☐			
☐			
☐			
☐			
PHILOSOPHY/HISTORY/RELIGION			
☐			
☐			
☐			
☐			
TOTAL			

Social and Behavioral Sciences			
SOCIAL SCIENCE			
☐			
☐			
☐			
BEHAVIORAL SCIENCE			
☐			
☐			
☐			
ECONOMICS/POLITICAL SCIENCE			
☐ ECON	1615	Personal Finance	3
☐			
☐			
TOTAL			**3**

Mathematics/ Natural Science			
☐ MATH	1819	Business Mathematics (or)	3
☐ MATH	1806	Technical Mathematics	3
☐ LIFE	1411	Anatomy and Physiology for Pre-Hospital Provider	4
TOTAL			**7**

Physical Education (maximum of two credit hours) or Health (maximum of three credit hours)			
☐			
☐			
TOTAL			

Major Requirements			
☐ BSTC	1036	Computer Concepts & Applications	3
☐ BSTC	1685	Spreadsheet Applications	3
☐ OFTC	1695	Word Processing Applications	3
☐ ACCT	1602	General Accounting (or)	3
☐ ACCT	1614	Accounting I	3
☐ OFTC	1650	Ten Key Mastery	1
☐ OFTC	1603	Keyboarding II	3
☐ BUSI	1800	Business Communications	3
☐ BUSI	1807	Customer Service	3
☐ BUSI	1607	Business Ethics	3
☐ OFTC	1666	Records Management	3
☐ MDAS	1619	Special Office Procedures-Medical	3
☐ MDAS	1672	Medical Terminology	3
☐ MDAS	1673	Medical Coding	3
☐ MDAS	1676	Medical Transcription I	3
TOTAL			**40**

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Major Electives			
☐ BSTC	1001	Introduction to Computers	3
☐ BSTC	1023	Database Management	3
☐ OFTC	1601	Keyboarding I	3
☐ ACCT	1616	Accounting II	3
☐ ACCT	1611	Microcomputer Accounting	3
☐ BUSI	1802	Payroll Procedures	3
☐ BUSI	1600	Introduction to Business	3
☐ BUSI	1608	Business Law I	3
☐ BSTC	1643	Human Resource Management	3
☐ BSTC	1702	Supervisory Development	3
☐ BSTC	1703	Human Relations in Business	3
☐ LANG	1933	Spanish for the Workforce	2
TOTAL			**5**

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☐ BSTC	1001	Introduction to Computers	3

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☐ OFTC	1621	Applied Office Procedures	3

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☐ OFTC	1644	Transcribing Machines	3