

**Associate in Applied Science**  
**Business Administrative Technology- Administrative Assistant**

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

<b>Written/Oral Communications</b>				
<input type="checkbox"/>	ENGL	1200	Business English (or)	3
<input type="checkbox"/>	ENG	1204	English Composition I	3
<input type="checkbox"/>	ENGL	1236	Technical Communications (or)	3
<input type="checkbox"/>	ENGL	1026	English Composition II	3
<input type="checkbox"/>	COMM	1200	Interpersonal Communications	3
<input type="checkbox"/>	COMM	1230	Public Speaking	3
<b>TOTAL</b>				<b>9</b>

<b>Humanities</b>				
<b>FINE ARTS</b>				
<input type="checkbox"/>				
<b>LANGUAGE ARTS</b>				
<input type="checkbox"/>				
<b>PHILOSOPHY/HISTORY/RELIGION</b>				
<input type="checkbox"/>				
<b>TOTAL</b>				

<b>Social and Behavioral Sciences</b>				
<b>SOCIAL SCIENCE</b>				
<input type="checkbox"/>				
<b>BEHAVIORAL SCIENCE</b>				
<input type="checkbox"/>				
<b>ECONOMICS/POLITICAL SCIENCE</b>				
<input type="checkbox"/>	ECON	1615	Personal Finance	3
<b>TOTAL</b>				<b>3</b>

<b>Mathematics/ Natural Science</b>				
<input type="checkbox"/>	MATH	1819	Business Mathematics (or)	3
<input type="checkbox"/>	MATH	1806	Technical Mathematics (or)	3
<input type="checkbox"/>	MATH	1824	Intermediate Algebra (or)	3
<input type="checkbox"/>	MATH	1828	College Algebra	3
<b>TOTAL</b>				<b>3</b>

<b>Physical Education or Health</b>				
<input type="checkbox"/>				
<b>TOTAL</b>				

<b>Major Requirements</b>				
<input type="checkbox"/>	BSTC	1036	Computer Concepts and Applications	3
<input type="checkbox"/>	BSTC	1023	Database Management	3
<input type="checkbox"/>	BSTC	1685	Spreadsheet Applications	3
<input type="checkbox"/>	OFTC	1695	Word Processing Applications	3
<input type="checkbox"/>	ACCT	1602	General Accounting (or)	3
<input type="checkbox"/>	ACCT	1614	Accounting I	3
<input type="checkbox"/>	OFTC	1650	Ten Key Mastery	1
<input type="checkbox"/>	OFTC	1621	Business Administrative Procedures	3
<input type="checkbox"/>	OFTC	1666	Records Management	3
<input type="checkbox"/>	BUSI	1807	Customer Service	3
<input type="checkbox"/>	BUSI	1607	Business Ethics	3
<input type="checkbox"/>	BUSI	1616	Business Communications	3
<input type="checkbox"/>	BUSI	1703	Human Relations in Business	3
<input type="checkbox"/>	BSTC	1702	Supervisory Development	3
<input type="checkbox"/>	OFTC	1603	Keyboarding II	3
<input type="checkbox"/>	LANG	1933	Spanish for the Workforce	2
<b>TOTAL</b>				<b>42</b>

<b>Major Electives</b>				
<input type="checkbox"/>	OFTC	1601	Keyboarding I	3
<input type="checkbox"/>	OFTC	1648	Refresher Keyboarding	1
<input type="checkbox"/>	BSTC	1001	Introduction to Computers	3
<input type="checkbox"/>	BUSI	1608	Business Law	3
<input type="checkbox"/>	BUSI	1600	Introduction to Business	3
<input type="checkbox"/>	BUSI	1802	Payroll Procedures	3
<input type="checkbox"/>	BSTC	1643	Human Resource Management	3
<input type="checkbox"/>	GRPH	1048	Multimedia Presentations	3
<input type="checkbox"/>	ACCT	1611	Microcomputer Accounting Apps	3
<input type="checkbox"/>	ACCT	1616	Accounting II	3
<b>TOTAL</b>				<b>7</b>

<b>Other Electives</b>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<b>TOTAL</b>				

**33-hour Certificate**  
**Medical Information Systems - Medical Transcriptionist**

**EFFECTIVE FALL 2008**

<b>Written/Oral Communications</b>			
<input type="checkbox"/> ENGL	1200	Business English (or)	3
<input type="checkbox"/> ENGL	1204	English Composition I	3
<b>TOTAL</b>			<b>3</b>

<b>Mathematics/ Natural Science</b>			
<input type="checkbox"/> LIFE	1411	Anatomy and Physiology for Pre-Hospital Provider	4
<b>TOTAL</b>			<b>4</b>

<b>Major Requirements</b>			
<input type="checkbox"/> OFTC	1695	Word Processing Applications	3
<input type="checkbox"/> EMTS	1520	Basic Pharmacology	2
<input type="checkbox"/> BSTC	1036	Computer Concepts and Applications	3
<input type="checkbox"/> MDAS	1672	Medical Terminology	3
<input type="checkbox"/> BUSI	1807	Customer Service	3
<input type="checkbox"/> OFTC	1601	Keyboarding I	3
<input type="checkbox"/> OFTC	1603	Keyboarding II	3
<input type="checkbox"/> MDAS	1619	Special Office Procedures-Medical	3
<input type="checkbox"/> MDAS	1676	Medical Transcription I	3
<b>TOTAL</b>			<b>26</b>

## Medical Transcriptionists

The following information was obtained from U.S. Department of Labor Bureau of Labor Statistics

### Significant Points

- Job opportunities will be good.
- Employers prefer medical transcriptionists who have completed a postsecondary training program at a vocational school or community college.
- Many medical transcriptionists telecommute from home-based offices as employees or subcontractors for hospitals and transcription services or as self-employed, independent contractors.
- About 4 out of 10 worked in hospitals and another 3 out of 10 worked in offices of physicians.

### Nature of the Work

Medical transcriptionists listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes, and referral letters. Medical transcriptionists return transcribed documents to the physicians or other healthcare professionals who dictated them for review and signature, or correction. These documents eventually become part of patients' permanent files.

### Employment/Job Outlook

Employment of medical transcriptionists is projected to [grow faster than the average](#) for all occupations through 2014. Demand for medical transcription services will be spurred by a growing and aging population. Older age groups receive proportionately greater numbers of medical tests, treatments, and procedures that require documentation. A high level of demand for transcription services also will be sustained by the continued need for electronic documentation that can be easily shared among providers, third-party payers, regulators, and consumers. Growing numbers of medical transcriptionists will be needed to amend patients' records, edit for grammar, and identify discrepancies in medical records.

Hospitals will continue to employ a large percentage of medical transcriptionists, but job growth there will not be as fast as in other industries. Increasing demand for standardized records should result in rapid employment growth in offices of physicians or other health practitioners, especially in large group practices.

### Earnings

The following data contains employment information for medical transcriptions in the state of Kansas as of May 2006:

Mean wage: \$13.01/hour or \$27,060 annually

## Natural Gas Distribution and Transmission

### 16 Credit Certificate

### 33 Credit Certificate

<b>16 Credit Certificate</b>			
<input type="checkbox"/> MATH	1806	Technical Math	3
<input type="checkbox"/> ELEC	1330	DC Circuit Fundamentals	3
<input type="checkbox"/> ELEC	1332	AC Circuit Fundamentals	4
<input type="checkbox"/> PETR	1505	Fundamentals of Natural Gas	3
<input type="checkbox"/> PETR	1460	Basic Corrosion Field Technician	3
<b>Total</b>			<b>16</b>

<b>33 Credit Certificate</b>			
(classes above plus the following)			
<input type="checkbox"/> PETR	1500	Intro to Natural Gas Techniques and Technologies	2
<input type="checkbox"/> PETR	1501	Intermediate Natural Gas Techniques and Technologies	2
<input type="checkbox"/> ELTR	1100	Electrical Devices & Controls I	3
<input type="checkbox"/> ELTR	1105	Programmable Logic Controllers	3
<input type="checkbox"/> PETR	1508	Gas Regulators Operation and Maintenance	2
<input type="checkbox"/> ENGL	1200	Business English	3
<input type="checkbox"/> PETR	1510	Trenching and Excavation Practices	2
<b>Total</b>			<b>17</b>
<b>TOTAL FOR CERTIFICATE</b>			<b>33</b>

### 64 Credit Degree Program

<b>64 Credit Degree Plan</b>			
33 Credit Certificate Program plus:			
14 Additional General Education Credits			
<b>MAJOR REQUIREMENTS (14 Cr. Hrs.)</b>			
<input type="checkbox"/> CHEM	1802	Fund Gen Chemistry	5
<input type="checkbox"/> COMM	1200	Interpersonal Communication	3
<input type="checkbox"/> BSTC	1036	Computer Concepts & Applications	3
<input type="checkbox"/> PHED	1246	First Aid Emergency Care	3
<b>TOTAL General Education</b>			<b>14</b>

<b>MAJOR ELECTIVES (17 Cr. Hrs)</b>			
<input type="checkbox"/> ELTR	1107	Advanced Programmable Logic Controllers	4
<input type="checkbox"/> PETR	1515	Natural Gas Technician Internship	1-4
<input type="checkbox"/> LANG	1933	Spanish for the Workforce	1-3
<input type="checkbox"/> ELTR	1102	Electrical Devices and Controls II	3
<input type="checkbox"/> PETR	1461	Intermediate Corrosion Field Tech Level II	4
<input type="checkbox"/> ENGL	1236	Technical Communication	3
<input type="checkbox"/> HZMT	1935	Intro to Water/Wastewater Oper	3
<input type="checkbox"/> HZMT	1945	Intro to Brownfields	3
<input type="checkbox"/> HZMT	1960	Renewable Energy Sources	3
<input type="checkbox"/> CHEM	1818	Basic Corrosion (NACE Seminar)	1
<input type="checkbox"/> HZMT	1917	Dept. of Transportation Regs	3
<input type="checkbox"/> WELD	1330	Welding I	3
<input type="checkbox"/> WELD	1331	Welding II	3
<input type="checkbox"/> HZMT		Any Hazmat Course	Varies
<b>Total</b>			<b>At Least 17</b>