

Associate in Applied Science
Medical Administrative Technology

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

Written/Oral Communications				
<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 (or)	3
<input type="checkbox"/>	COMM	1230	Public Speaking	3
TOTAL				9

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

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

Mathematics/ Natural Science				
<input type="checkbox"/>	MATH	1819	Business Mathematics (or)	3
<input type="checkbox"/>	MATH	1806	Technical Mathematics	3
<input type="checkbox"/>	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)		
<input type="checkbox"/>		
<input type="checkbox"/>		
TOTAL		

Major Requirements				
<input type="checkbox"/>	BSTC	1036	Computer Concepts & Applications	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	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	Business Ethics	3
<input type="checkbox"/>	OFTC	1666	Records Management	3
<input type="checkbox"/>	MDAS	1619	Special Office Procedures-Medical	3
<input type="checkbox"/>	MDAS	1672	Medical Terminology	3
<input type="checkbox"/>	MDAS	1673	Medical Coding	3
<input type="checkbox"/>	MDAS	1676	Medical Transcription I	3
TOTAL				40

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

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<input type="checkbox"/> BSTC	1001	Introduction to Computers	3	

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<input type="checkbox"/> OFTC	1621	Applied Office Procedures	3	

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<input type="checkbox"/> OFTC	1644	Transcribing Machines	3	