BARTON
COMMUNITY COLLEGE

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	Business English* or English Composition I*	3			☐
COMM 1230 or COMM 1200	Public Speaking or Interpersonal Communications	3		020	☐
BSTC 1036	Computer Concepts & Applications	3		070	☐
BUSI 1807	Customer Service	3			☐
MDAS 1672	**Medical Terminology**	**3**	✓		☐
OFTC 1650	Ten Key Mastery	1			☐
					☐
TOTAL CREDITS		**16**			

TERM 2		CREDITS	MILESTONE	SGE	COMPLETED
BUSI 1800	Business Communications*	3			☐
ENGL 1236 or ENGL 1206	Technical Communication* or English Composition II*	3			☐
ACCT 1602 or ACCT 1614	General Accounting or Accounting I*	3			☐
OFTC 1696	Word Processing Applications	3		070	☐
LIFE 1411	Anatomy & Pysiology for the Pre-Hospital Provider*	4		040	☐
					☐
					☐
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 through the National Healthcare Association.

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# _____

Review Date: 09/24, Effective Date: 08/25

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TERM 3		CREDITS	MILESTONE	SGE	COMPLETED
BSTC 1685	Spreadsheet Applications*	3			☐
OFTC 1603	Keyboarding II*	3			☐
BUSI 1607 or MDAS 1657	Business Ethics or Legal & Ethical Issues in Healthcare	3			☐
ECON 1615	Personal Finance	3		070	☐
MATH 1819 or MATH 1806	Business Mathematics* or Technical Mathematics*	3			☐
					☐
					☐
					☐
TOTAL CREDITS		**15**			

TERM 4		CREDITS	MILESTONE	SGE	COMPLETED
MDAS 1655	Medical Administrative Aspects*	4			☐
MDAS 1673	Medical Coding I*	3			☐
	Emphasis Electives**	10			☐
					☐
					☐
					☐
					☐
TOTAL CREDITS		**17**			

Suggested Emphasis Electives

- 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
- OFTC 1601 Keyboarding I - 1 credit
- 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

** 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# _____