

Medical Administrative Technology



Associate in Applied Science (Total Credit Hours – 64)

GENERAL EDUCATION REQUIREMENTS

WRITTEN / ORAL COMMUNICATIONS				
<input type="checkbox"/>	ENGL	1200	Business English OR	3
<input type="checkbox"/>	ENGL	1204	English Composition I	
<input type="checkbox"/>	ENGL	1236	Technical Communications OR	3
<input type="checkbox"/>	ENGL	1206	English Composition II	
<input type="checkbox"/>	COMM	1230	Public Speaking OR	3
<input type="checkbox"/>	COMM	1200	Interpersonal Communications	
TOTAL				9

HUMANITIES				
Fine Arts				
<input type="checkbox"/>				
<input type="checkbox"/>				
Language Arts				
<input type="checkbox"/>				
<input type="checkbox"/>				
Philosophy / History / Religion				
<input type="checkbox"/>				
<input type="checkbox"/>				
TOTAL				

SOCIAL and BEHAVIORAL SCIENCES				
Social Science				
<input type="checkbox"/>				
Behavioral Science				
<input type="checkbox"/>				
<input type="checkbox"/>				
Economics / Political Science				
<input type="checkbox"/>	ECON	1615	Personal Finance	3
<input type="checkbox"/>				
TOTAL				3

NATURAL SCIENCE and MATHEMATICS				
<input type="checkbox"/>	MATH	1819	Business Mathematics OR	3
<input type="checkbox"/>	MATH	1806	Technical Mathematics	
<input type="checkbox"/>	LIFE	1411	Anatomy and Physiology for Pre-Hospital Provider	4
<input type="checkbox"/>				
TOTAL				7

PHYSICAL EDUCATION (maximum of two credit hours) OR HEALTH (maximum of three credit hours)				
<input type="checkbox"/>				
<input type="checkbox"/>				
TOTAL				

REQUIREMENTS for SPECIFIC MAJOR:

MAJOR 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	General Accounting OR	3
<input type="checkbox"/>	ACCT	1614	Accounting I	
<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	1672	Medical Terminology	3
<input type="checkbox"/>	MDAS	1673	Medical Coding	3
<input type="checkbox"/>	MDAS	1676	Healthcare Document Transcription II	3
<input type="checkbox"/>	MDAS	1655	Medical Administrative Aspects	4
TOTAL				41

MAJOR ELECTIVES				
<input type="checkbox"/>	BSTC	1001	Introduction to Computers	3
<input type="checkbox"/>	BSTC	1023	Database Management Systems	3
<input type="checkbox"/>	OFTC	1601	Keyboarding I	3
<input type="checkbox"/>	ACCT	1616	Accounting II OR	3
<input type="checkbox"/>	ACCT	1615	Accounting II – Honors	
<input type="checkbox"/>	ACCT	1611	Microcomputer Accounting Applications	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 OR	3
<input type="checkbox"/>	BUSI	1611	Business Law I – Honors	
<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	1640	Health Information Management	3
<input type="checkbox"/>	MDAS	1650	Medical Professional Issues	2
<input type="checkbox"/>	MDAS	1674	Medical Coding II	3
<input type="checkbox"/>	MDAS	1675	Medical Coding III	4
TOTAL				4

Review Date: 06/12
Revision Date: 4/15/13

Student Name: _____ ID#: _____

Placement Scores: ___ English ___ Math ___ Reading

www.bartonccc.edu

1-800-748-7594

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