

Medical Administrative Technology



Associate in Applied Science (Total Credit Hours – 64)

1 st Semester (Fall Semester)			
<input type="checkbox"/> ENGL	1200 1204	Business English OR English Composition I	3
<input type="checkbox"/> COMM	1230 1200	Public Speaking OR Interpersonal Communications	3
<input type="checkbox"/> BSTC	1036	Computer Concepts & Applications	3
<input type="checkbox"/> OFTC	1666	Records Management	3
<input type="checkbox"/> MDAS	1672	Medical Terminology	3
<input type="checkbox"/>			
<input type="checkbox"/>			
TOTAL			15

3 rd Semester (Fall Semester)			
<input type="checkbox"/> BUSI	1800	Business Communications	3
<input type="checkbox"/> MDAS	1673	Medical Coding I	3
<input type="checkbox"/> BUSI	1607	Business Ethics	3
<input type="checkbox"/> ECON	1615	Personal Finance	3
<input type="checkbox"/> MATH	1819 1806	Business Mathematics OR Technical Mathematics	3
<input type="checkbox"/> OFTC	1650	Ten Key Mastery	1
<input type="checkbox"/>			
TOTAL			16

2 nd Semester (Spring Semester)			
<input type="checkbox"/> ENGL	1236 1206	Technical Communications OR English Composition II	3
<input type="checkbox"/> OFTC	1603	Keyboarding II	3
<input type="checkbox"/> ACCT	1602 1614	General Accounting OR Accounting I	3
<input type="checkbox"/> OFTC	1696	Word Processing Applications	3
<input type="checkbox"/> LIFE	1411	Anatomy & Physiology for the Pre-Hospital Provider	4
<input type="checkbox"/>			
<input type="checkbox"/>			
TOTAL			16

4 th Semester (Spring Semester)			
<input type="checkbox"/> MDAS	1677	Healthcare Documentation and Transcription II	3
<input type="checkbox"/> BUSI	1807	Customer Service	3
<input type="checkbox"/> BSTC	1685	Spreadsheet Applications	3
<input type="checkbox"/> MDAS	1655	Medical Administrative Aspects	4
<input type="checkbox"/>		Major Elective	4
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
TOTAL			17

Review Date: 09/13
Revision Date: 09/13

Student Name: _____ ID#: _____

Placement Scores: ___ English ___ Math ___ Reading

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1-800-748-7594

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