|  |  |
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| **Medical**  **Administrative Technology** | BartonWM_FR_BluePC_NoA.eps |

**Associate in Applied Science (Total Credit Hours – 64)**

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| **GENERAL EDUCATION REQUIREMENTS** |

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| **WRITTEN / ORAL COMMUNICATIONS** | | | |
| * ENGL * ENGL | 12001204 | Business English **OR**  English Composition I | 3 |
| * ENGL * ENGL | 1236  1206 | Technical Communications **OR**  English Composition II | 3 |
| * COMM * COMM | 1230  1200 | Public Speaking **OR**  Interpersonal Communications | 3 |
| **TOTAL** | | | **9** |

|  |  |  |  |
| --- | --- | --- | --- |
| **HUMANITIES** | | | |
| **Fine Arts** | | | |
|  |  |  |  |
|  |  |  |  |
| **Language Arts** | | | |
|  |  |  |  |
|  |  |  |  |
| **Philosophy / History / Religion** | | | |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SOCIAL and BEHAVIORAL SCIENCES** | | | |
| **Social Science** | | | |
|  |  |  |  |
|  |  |  |  |
| **Behavioral Science** | | | |
|  |  |  |  |
|  |  |  |  |
| **Economics / Political Science** | | | |
| * ECON | 1615 | Personal Finance | 3 |
|  |  |  |  |
| **TOTAL** | | | **3** |

|  |  |  |  |
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| **NATURAL SCIENCE and MATHEMATICS** | | | |
| * MATH * MATH | 1819  1806 | Business Mathematics **OR**  Technical Mathematics | 3 |
| * 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) | | | |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | | |  |

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| **REQUIREMENTS for SPECIFIC MAJOR:** |

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| **MAJOR REQUIRMENTS** | | | | |
| * BSTC | 1036 | Computer Concepts & Applications | 3 |
| * BSTC | 1685 | Spreadsheet Applications | 3 |
| * OFTC | 1696 | Word Processing Applications | 3 |
| * ACCT * ACCT | 1602  1614 | General Accounting **OR**  Accounting I | 3 |
| * OFTC | 1650 | Ten Key Mastery | 1 |
| * OFTC | 1603 | Keyboarding II | 3 |
| * BUSI | 1800 | Business Communications | 3 |
| * BUSI | 1807 | Customer Service | 3 |
| * BUSI | 1607 | Business Ethics | 3 |
| * OFTC | 1666 | Records Management | 3 |
| * MDAS | 1672 | Medical Terminology | 3 |
| * MDAS | 1673 | Medical Coding | 3 |
| * MDAS | 1676 | Healthcare Document Transcription II | 3 |
| * MDAS | 1655 | Medical Administrative Aspects | 4 |
| **TOTAL** | | | **41** |

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| **MAJOR ELECTIVES** | | | |
| * BSTC | 1001 | Introduction to Computers | 3 |
| * BSTC | 1023 | Database Management Systems | 3 |
| * OFTC | 1601 | Keyboarding I | 3 |
| * ACCT * ACCT | 1616  1615 | Accounting II **OR**  Accounting II – Honors | 3 |
| * ACCT | 1611 | Microcomputer Accounting Applications | 3 |
| * BUSI | 1802 | Payroll Procedures | 3 |
| * BUSI | 1600 | Introduction to Business | 3 |
| * BUSI * BUSI | 1608  1611 | Business Law I **OR**  Business Law I – Honors | 3 |
| * BSTC | 1643 | Human Resource Management | 3 |
| * BUSI | 1702 | Supervisory Development | 3 |
| * BUSI | 1804 | Human Relations in Business | 3 |
| * LANG | 1933 | Spanish for the Workplace | 2 |
| * MDAS | 1657 | Legal & Ethical Issues in Healthcare | 3 |
| * MDAS | 1640 | Health Information Management | 3 |
| * MDAS | 1650 | Medical Professional Issues | 2 |
| * MDAS | 1674 | Medical Coding II | 3 |
| * MDAS | 1675 | Medical Coding III | 4 |
| **TOTAL** | | | **4** |

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