|  |  |
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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
 | 12361206 | Technical Communications **OR**English Composition II | 3 |
| * COMM
* COMM
 | 12301200 | Public Speaking **OR**Interpersonal Communications | 3 |
| **TOTAL** | **9** |

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

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| --- |
| **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
 | 18191806 | Business Mathematics **OR**Technical Mathematics | 3 |
| * LIFE
 | 1411 | Anatomy and Physiology for Pre-Hospital Provider | 4 |
|  |  |  |  |
| **TOTAL** | **7** |

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| **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
 | 16021614 | 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
 | 16161615 | 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
 | 16081611 | 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