

# Medical Administrative Technology



Associate in Applied Science (Total Credit Hours – 64)

**GENERAL EDUCATION REQUIREMENTS**

**WRITTEN / ORAL COMMUNICATIONS**

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

**HUMANITIES**

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

**SOCIAL and BEHAVIORAL SCIENCES**

<b>Social Science</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Behavioral Science</b>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Economics / Political Science</b>			
<input type="checkbox"/> ECON	1615	Personal Finance	3
<input type="checkbox"/>			
<b>TOTAL</b>			<b>3</b>

**NATURAL SCIENCE and MATHEMATICS**

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

**PHYSICAL EDUCATION (maximum of two credit hours) OR HEALTH (maximum of three credit hours)**

<input type="checkbox"/>			
<input type="checkbox"/>			

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

<b>TOTAL</b>	
--------------	--

\*\*\*\*\*

**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 <b>OR</b>	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
<b>TOTAL</b>			<b>41</b>

**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 <b>OR</b>	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 <b>OR</b>	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
<b>TOTAL</b>			<b>4</b>

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

Placement Scores: \_\_\_ English \_\_\_ Math \_\_\_ Reading

[www.bartonccc.edu](http://www.bartonccc.edu)

1-800-748-7594

**Non-Discrimination Notice:** To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.