

Medical Administrative Technology Changes – Executive Overview

Due to the state-wide alignment of the Medical Assistant Program and a state-wide name change, the following changes need to be made to the curriculum offerings in this program.

Rationale

Changes to Degree Requirements for Medical Administrative Technology AAS Degree:

Current Course Name:	Proposed Course Name:
MDAS 1619 Special Office Procedures-Medical (3 hours)	MDAS 1655 Medical Administrative Aspects (4 hours)

MDAS 1619 Special Office Procedures – under the alignment project at the state level, this course is now called Medical Administrative Aspects and is taught under the course number MDAS 1655. The credit hours also change from 3 hours to 4 hours.

This will affect the number of “required” hours for this degree. The required hours will go from 40 to 41. (The total number of hours for the degree will remain the same – 64.)

The number of “elective” hours will go from 5 to 4.

Change to Major Electives for Medical Administrative Technology AAS Degree:

Add the following Courses:
MDAS 1657 Legal & Ethical Issues in Healthcare (3 hours)
MDAS 1640 Health Information Management (3 hours)
MDAS 1650 Medical Professional Issues (2 hours)
MDAS 1674 Medical Coding II (3 hours)
MDAS 1675 Medical Coding III (4 hours)

Current Course Name:	Proposed Course Name:
LANG 1933 Spanish for the Workforce	LANG 1933 Spanish for the Workplace

LANG 1933 Spanish for the Workforce – this course name was changed state-wide to Spanish for the Workplace. The credit hours remain the same.

Revised Curriculum Guide is attached.

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"/>				
<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"/>				

Student Name: _____ ID#: _____

TOTAL	
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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	1619	Special Office Procedures-Medical	3
<input type="checkbox"/>	MDAS	1672	Medical Terminology	3
<input type="checkbox"/>	MDAS	1673	Medical Coding	3
<input type="checkbox"/>	MDAS	1676	Medical Transcription I	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: 11/09

Placement Scores: English ___ Math ___ Reading ___

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