

A.A.S. - Business and Office Technology: Medical Administrative Technology option

The Medical Administrative Technology option is designed for individuals seeking employment in a physician's office, hospital, and medical facilities that specialize in the production of documents that are the basis for medical records.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
CIS 146 Microcomputer Applications	3
CIS 113 Spreadsheet Software Applications (or ACC149, or OAD 243) ..	3
MTH 100 Intermediate College Algebra (or higher level MTH)	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY, or SOC Elective	3
Area V: Preprofessional, major, and elective courses	45
<i>Required Business and Office Technology core</i>	<i>30</i>
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (or CIS 111)	3
OAD 130 Electronic Calculations	3
OAD 138 Records and Information Management	3
OAD 211 Medical Terminology	3
OAD 212 Medical Transcription	3
OAD 214 Medical Office Procedures	3
OAD 242 Office Internship (Last Semester)	3
OAD 244 Database Applications (or CIS 117)	3
OAD 246 Office Graphics and Presentations (or CIS 115)	3
<i>Electives (6 hours in CIS and 9 hours in BUS, ECO, or MST)</i>	<i>15</i>
CIS courses	6
BUS, ECO, or MST courses	9
Additional degree requirements	3
**ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	72

* Students must choose from among the courses listed on page 78.

** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.