

BUSINESS ADMINISTRATIVE TECHNOLOGY MEDICAL ADMINISTRATIVE ASSISTANT

ASSOCIATE IN APPLIED SCIENCE

This program will prepare you to perform secretarial and clerical duties using specific knowledge of medical terminology, scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Credits Required: 62-65
Contact: Lori Ford
620-820-1242
lorif@labette.edu

Concentration Requirements **39-42**

<input type="checkbox"/>	BUAD 110	Business Communications	3
<input type="checkbox"/>	Otec 106	Formatting	3
<input type="checkbox"/>	Otec 111	Records Mgmt & Database App	3
<input type="checkbox"/>	Otec 113	Business Accounting	3
<input type="checkbox"/>	Otec 119	Business Math	3
<input type="checkbox"/>	Otec 121	Office Procedures	3
<input type="checkbox"/>	Otec 122	Office Internship I	1-3
<input type="checkbox"/>	Otec 124	Medical Terminology	3
<input type="checkbox"/>	Otec 133	Medical Coding ICD	3
<input type="checkbox"/>	Otec 137	Medical Office Applications	3
<input type="checkbox"/>	Otec 140	Business English	3
<input type="checkbox"/>	Otec 155	Word Processing Concepts and App	3
	Concentration Electives*		5-6
<input type="checkbox"/>	_____		
<input type="checkbox"/>	_____		

Recommended Course Sequence

SEM 1: OTEC 106, OTEC 111, OTEC 140
SEM 2: BUAD 110, OTEC 119, OTEC 124
SEM 3: OTEC 113, OTEC 121, OTEC 133, OTEC 155
SEM 4: OTEC 122, OTEC 137, Concentration Elective

Student Organization

Phi Beta Lambda (PBL)

After Graduation

The majority of jobs will be found in medical offices of clinics, doctors' offices, and hospitals.

General Education Requirements **23**

<input type="checkbox"/>	BIOL 130	Anatomy & Physiology	5
<input type="checkbox"/>	COMP 110	Computer Concepts and Applications	3
<input type="checkbox"/>	ENGL 101	English Composition I	3
<input type="checkbox"/>	ENGL 102	English Composition II <i>or</i>	
	COMM 101	Public Speaking	3
<input type="checkbox"/>	MATH 106	Applied Math <i>or</i>	
	MATH 100	Intermediate Algebra <i>or</i>	
	MATH 115	College Algebra	3
	General Education Electives		6
<input type="checkbox"/>	_____		
<input type="checkbox"/>	_____		

*Concentration Electives

- OTEC 125 Advanced Medical Terminology (3)
 - OTEC 128 Medical Transcription (2)
 - OTEC 134 Medical Coding CPT (3)
- Up to 3 credit hours may be NURS

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 82.
Placement Tests or pre-requisites are required for English Composition I, Math courses and most General Education Electives. See page 31 for complete Placement information.
All first-time, full-time students with fewer than 15 credit hours after high school graduation are required to enroll in the College Success Skills course during their first semester.
Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.