

# 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

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### 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
<input type="checkbox"/>			Concentration Electives*	5-6

### **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	Fundamentals of Speech	3
<input type="checkbox"/>	MATH	106	Applied Math <i>or</i>	
	MATH	100	Intermediate Algebra <i>or</i>	
	MATH	115	College Algebra	3
<input type="checkbox"/>			General Education Electives	6

### \*Concentration Electives

<input type="checkbox"/>	Otec	125	Advanced Medical Terminology (3)
<input type="checkbox"/>	Otec	128	Medical Transcription (2)
<input type="checkbox"/>	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 offered each semester. Always make an appointment with your major advisor to enroll each semester.