

**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: 60

Major Advisor: Lori Ford
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Recommended Course Sequence

- SEM 1:** OTEC 106, OTEC 111, OTEC 140
- SEM 2:** BUAD 110, OTEC 119, HEAL 106
- 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

<u>Concentration Requirements</u>			39
<input type="checkbox"/>	BUAD 110	Business Communications	3
<input type="checkbox"/>	HEAL 106	Medical Terminology	3
<input type="checkbox"/>	OTEC 106	Formatting	3
<i>Enroll in College Keyboarding if typing speed <30 wpm</i>			
<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
<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 (Microsoft Word)	3

<u>*Concentration Electives</u>			5
<input type="checkbox"/>	_____		3
<input type="checkbox"/>	_____		2

Pathway Requirements 15

Written Communication/Verbal Communication			
<input type="checkbox"/>	ENGL 101	English Composition I	3
<input type="checkbox"/>	ENGL 102	English Composition II <i>or</i>	
	COMM101	Public Speaking	3

Quantitative/Analytic Methods			
<input type="checkbox"/>	MATH 115	College Algebra	3

Human Systems/No companion Elements			
<input type="checkbox"/>	COMP 110	Computer Concepts and Applications	3

Pathway Requirement			
<input type="checkbox"/>	_____		3

<u>General Electives</u>			6
<input type="checkbox"/>	BIOL 130	Anatomy & Physiology	5
<input type="checkbox"/>	_____		1

<u>*Concentration Electives</u>			
<input type="checkbox"/>	OTEC 102	College Keyboarding (3)	
<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 or HEAL			

General Education Electives can be found on page 86
Pathway Requirements can be found on page 90