

# Medical Office Assistant (Business Administrative Technology - Associate in Applied Science)

General Education Requirements	Credit Hours
<b>COMMUNICATIONS</b>	6
ENG135 Writing for the Workplace or higher*	
COM106 Interpersonal Communication—or--COM130 Communications for the Workplace* --or-- COM131 Speech Communications --or-- COM276 Public Speaking	
<b>MATHEMATICS</b>	3
MTH126 Technical Mathematics* or higher	
<b>SOCIAL AND BEHAVIORAL SCIENCE</b>	3
BUS177/SOC178 Human Relations -or- PSY176 General Psychology	
<b>LIFETIME FITNESS AND HEALTH</b>	2
HPR101 Concepts of Physical Health—or—HPR177 Personal & Community Health	
<b>COMPUTER SKILLS</b>	3
BUS235 Microcomputer Office Applications I	
<b>MAJOR DEPARTMENT REQUIREMENTS</b>	42
ACC111 Introduction to Accounting --or--ACC177 Accounting I --or-- ACC178 Accounting II --or --ACC231 Computerized Accounting	
BUS158 Office Procedures	
BUS160 Document Processing	
BUS164 Advanced Document Processing	
BUS165 Integrated Computer Applications	
BUS178 Introduction to Business	
BUS201 Web Page Design	
BUS218 Business Ethics	
BUS236 Business Communications	
BUS249 Medical Terminology	
BUS250 Medical Transcription	
BUS254 Medical Office Procedures	
BUS255 Microcomputer Office Applications II	
BUS264 Administrative Procedures	
BUS276 Microeconomics -or- BUS277 Macroeconomics	
<b>MAJOR DEPARTMENT ELECTIVES</b>	5
ACC111 Introduction to Accounting	
ACC176 Accounting I	
ACC231 Computerized Accounting	
ACC178 Accounting II	

BUS176 Personal Finance	
BUS201 Web Page Design	
BUS202 Advanced Web Page Design	
BUS233 Business Law	
BUS243, 244, 245, 246 Occupational Work Experience I, II, III, or IV	
Total Required Hours	64

\*Students transferring to a university should check transfer requirements.