

Office Technology
Medical Administrative Assistant
Associate in Applied Science

Concentration Requirements			Credit Hours
BUAD	110	Business Communications	3
COMP	110	Computer Concepts and Applications	3
O TEC	106	Formatting *	3
O TEC	109	Office Machines	1
O TEC	111	Records Management	2
O TEC	113	Business Accounting	3
O TEC	119	Business Math**	3
O TEC	121	Office Procedures	3
O TEC	122	Coordinated Office Training I	1-3
O TEC	123	Coordinated Office Training II <i>or</i>	
O TEC	141	Career Portfolio <i>or</i> Approved Elective (see adviser)	2-3
O TEC	124	Medical Terminology	3
O TEC	127	Transcription Skills	1
O TEC	128	Medical Transcription*	2
O TEC	133	Medical Coding I	3
O TEC	137	Office Applications - Medical Administrative Assistant	3
O TEC	155	Word Processing Concepts and Applications	3
Total			39-42

General Education Requirements			Credit Hours
BIOL	130	Anatomy & Physiology	5
ENGL	101	English Composition I	3
ENGL	102	English Composition II <i>or</i>	
COMM	101	Fundamentals of Speech	3
MATH	106	Applied Math <i>or</i>	
MATH	100	Intermediate Algebra <i>or</i>	
MATH	115	College Algebra	3
General Education Electives			9
Total			23
Program Total			62-65

***If student has not completed one year of keyboarding in high school, he or she should enroll in OTEC 102 College Keyboarding.**

****Placement test and/or course required**

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 105.

College Success Skills (Lear 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

Office Technology
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Four Semester Plan

Semester 1 *

Course #	Course Title
MATH 106	Applied Math <i>or</i>
MATH 100	Intermediate Algebra <i>or</i>
MATH 115	College Algebra (3)
COMP 110	Computer Concepts and Applications (3)
OTEC 106	Formatting (3)
OTEC 109	Office Machines (1)
OTEC 111	Records Management (2)
BIOL 130	Anatomy & Physiology (5)

Semester Hours (17) Cumulative Hours (17)

Semester 2

Course #	Course Title
ENGL 101	English Comp I (3)
OTEC 119	Business Math (3)
OTEC 124	Medical Terminology (3)
OTEC 155	Word Processing Concepts and Applications (3)
	General Education Elective (3)

Semester Hours (15) Cumulative Hours (32)

Semester 3

Course #	Course Title
ENGL 102	English Comp II <i>or</i>
COMM 101	Speech (3)
OTEC 113	Business Accounting (3)
OTEC 121	Office Procedures (3)
OTEC 122	Coordinated Office Training I (1-3)
OTEC 127	Transcription Skills (1)
OTEC 128	Medical Transcription (2)
	General Education Electives (3)

Semester Hours (16-18) Cumulative Hours (48-50)

Semester 4

Course #	Course Title
BUAD 110	Business Communications (3)
OTEC 123	Coordinated Office Training II <i>or</i>
OTEC 141	Career Portfolio or approved elective (2-3)
OTEC 133	Medical Coding I (3)
OTEC 137	Office Applications: Medical Administrative Assistant (3)
	General Education Elective (3)

Semester Hours (14-15) Cumulative Hours (62-65)

- **College Success Skills should be taken the first semester.**
Membership in SkillsUSA is encouraged.