

**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  
**Major Advisor:** Lori Ford  
620-820-1242  
lorif@labette.edu

Concentration Requirements 39

- BUAD 110 Business Communications 3
- OTEC 106 Formatting 3
- Enroll in College Keyboarding if typing speed <30 wpm*
- OTEC 111 Records Mgmt & Database App 3
- OTEC 113 Business Accounting 3
- OTEC 119 Business Math 3
- OTEC 121 Office Procedures 3
- OTEC 122 Office Internship I 1
- OTEC 124 Medical Terminology 3
- OTEC 133 Medical Coding ICD 3
- OTEC 137 Medical Office Applications 3
- OTEC 140 Business English 3
- OTEC 155 Word Processing (Microsoft Word) 3
- \*Concentration Electives 5
- \_\_\_\_\_
- \_\_\_\_\_

General Education Requirements 23

- BIOL 130 Anatomy & Physiology 5
- COMP 110 Computer Concepts and Applications 3
- ENGL 101 English Composition I 3
- ENGL 102 English Composition II *or*
- COMM101 Public Speaking 3
- MATH 100 Intermediate Algebra *or*
- MATH 115 College Algebra 3
- General Education Electives 6
- \_\_\_\_\_
- \_\_\_\_\_

\*Concentration Electives

- OTEC 102 College Keyboarding (3)
- 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 or HEAL

**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.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 92.  
Placement Tests or pre-requisites are required for English Composition I, and Math courses. See page 26 for complete Placement information.  
Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.