

**ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE**

**BUSINESS TECHNOLOGY - Medical Administrative Assistant**

**PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS**

**Student Name:** \_\_\_\_\_ **Aims #:** \_\_\_\_\_ **Graduation Evaluator:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<u>Course Number</u>	<u>Business Education Requirements:</u>	<u>Required Credits</u>	<u>Term Completed</u>	<u>Transfer Credits</u>	<u>Transfer School</u>	<u>Needs</u>
ACC 121	Accounting Principles I	4	_____	_____	_____	_____
BUS 216	Legal Environment of Business	3	_____	_____	_____	_____
CIS 155	PC Spreadsheet Concepts: Excel	3	_____	_____	_____	_____
MAN 246	Critical Issues in Marketing and Management	3	_____	_____	_____	_____
<b>Total:</b>		<b>13</b>				

**Degree Requirements:**

BTE 108	Ten-Key by Touch	1	_____	_____	_____	_____
BTE 155	Word Processing Techniques I	3	_____	_____	_____	_____
BTE 255	Word Processing Techniques II	3	_____	_____	_____	_____
BTE 257	Managing Office Technology	3	_____	_____	_____	_____
BUS 281	Internship	2	_____	_____	_____	_____
CIS 145	Complete PC Database	3	_____	_____	_____	_____
HPR 178	Medical Terminology	3	_____	_____	_____	_____
MOT 110	Medical Office Administration	4	_____	_____	_____	_____
MOT 120	Medical Office Financial Management	3	_____	_____	_____	_____
MOT 130	Insurance Billing and Coding	3	_____	_____	_____	_____
MOT 132	Medical Transcription I	4	_____	_____	_____	_____
BIO 106	Basic Anatomy and Physiology (Required)	4	_____	_____	_____	_____
<b>Total Credits:</b>		<b>36</b>				

**General Education Courses Required for AAS Degree:**

PSY 100	Psychology of Workplace Relationships	3	_____	_____	_____	_____
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**Select ONE from the following courses:**

MAT 112	Financial Mathematics (Recommended)	3	_____	_____	_____	_____
MAT 121	College Algebra	4	_____	_____	_____	_____
MAT 135	Introduction to Statistics	3	_____	_____	_____	_____

**Select ONE from the following courses:**

ENG 121	English Composition I	3	_____	_____	_____	_____
ENG 122	English Composition II	3	_____	_____	_____	_____
ENG 131	Technical Writing I (Recommended)	3	_____	_____	_____	_____

**Select ONE from the following courses:**

CIS 118	Intro PC Applications	3	_____	_____	_____	_____
ECO 105	Introduction to Economics	3	_____	_____	_____	_____
ECO 201	Principles of Macroeconomics	3	_____	_____	_____	_____
ECO 202	Principles of Microeconomics	3	_____	_____	_____	_____
GEO 106	Human Geography	3	_____	_____	_____	_____
PHI 112	Ethics	3	_____	_____	_____	_____
POS 111	American Government	3	_____	_____	_____	_____
SPE 115	Public Speaking	3	_____	_____	_____	_____

OR

**Select ONE course (3 credits) from either the Associate of Arts or Associate of Science General Education curriculum**

3	_____	_____	_____	_____
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**Total General Education Credits: 16-17**