

ADMINISTRATIVE ASSISTANT—MEDICAL

Associate in Applied Science

Prescribed Technical Program	46-48
General Education	15
Total Degree Credits	61-63

Prescribed Technical Program Requirements

ACCT 200	Elements of Accounting I	3
BIOL 115	Concepts of Anatomy & Physiology ³	3
BOTE 108	Business Mathematics	3
BOTE 121	Business English (Fall)	3
BOTE 152	Keyboarding II (Spring) ¹	3
BOTE 171	Medical Terminology	3
BOTE 172	Medical Terminology (Spring)	3
BOTE 197	Cooperative Education/Internship (1 credit minimum is required.)	1-3
BOTE 209	Office Management (Fall)	3
BOTE 210	Business Communications	3
CIS 102	Computer Software Applications - Word (Spring) ²	3
CIS 104	Microcomputer Database ²	3
CIS 105	Microcomputer Spreadsheets ²	3
CIS 130	Presentations (Spring) ²	3
CIS 147	Principles of Information Security	3
CIS 202	Advanced Software Applications (Spring)	3
	Total Credits	46-48

General Education Courses

<i>Arts & Humanities/Social & Behavioral Sciences</i>		
PSYC 111	Introduction to Psychology (Recommended)	3
<i>Business, Math, Science & Technology</i>		
CSCI 101	Introduction to Computers (Recommended)	3
Select one of the following:		
BADM 282	Human Resource Management	3
BUSN 120	Fundamentals of Business	3
<i>Written or Oral Communications</i>		
ENGL 110	College Composition I (Required)	3
COMM 110	Fundamentals of Public Speaking	3
or ENGL 120	College Composition II	
or ENGL 125	Introduction to Professional Writing	
	Total Credits	15

1

A prerequisite for Keyboarding II (BOTE 152) is to be able to key with proper technique approximately 40+ words a minute.

2

CIS 102, CIS 104, CIS 105 and CIS 130 may be challenged.

3

BIOL 115L is not required.

College Degree Requirements

General Education & Diversity Course Matrix Requirements