



Chart your course to graduation and sail to success!



Student Name & Student ID Number

A.A.S. MEDICAL ADMINISTRATIVE TECHNOLOGY FIVE SEMESTER PLAN, ONE SUMMER SEMESTER

<i>Fall Semester</i> Course Suggestion	Hours	Grade
ENG 101 - English Composition 1	3	
OAD 101 Beginning Keyboarding*	3	
ORI 105B - Orientation and Student Success	3	
Area IV History, Social Science Course	3	
MTH 100 - Intermediate College Algebra	3	
CIS/BUS/ECO/MST Elective	3	

<i>Spring Semester</i> Course Suggestion	Hours	Grade
OAD 103-Intermediate Keyboarding	3	
ENG 102 or BUS 215 (Business Communications)	3	
OAD 138-Records Management	3	
OAD 130-Electronic Calculations	3	
HED 100-CPR	1	
OAD 211-Medical Terminology	3	

<i>Summer Semester</i> Course Suggestion	Hours	Grade
CIS/BUS/ECO/MST Elective	3	
CIS/BUS/ECO/MST Elective	3	
CIS/BUS/ECO/MST Elective	3	
SPH 106/107 -Speech/Oral Communications	3	
CIS 146 -Microcomputer Applications	3	

<i>Fall Semester</i> Course Suggestion	Hours	Grade
OAD 214 Medical Office Procedures	3	
OAD 243-Spreadsheet Software	3	
OAD 246-Office Graphics and Presentation	3	
CIS/BUS/ECO/MST Elective	3	
Humanities/ Fine Arts Course	3	



MILESTONE COURSES
should be taken in the order
shown. This will help you
graduate on time.

When Registering:

If you cannot register for one of the courses
listed in your degree plan substitute a course
from another semester.

YOU'RE HALF WAY!

Meet with your advisor
to review your progress
& choose your electives.

**REMEMBER
TO APPLY FOR
GRADUATION!**

Follow your degree map and sail through in 2!

A.A.S. MEDICAL ADMINISTRATIVE TECHNOLOGY FIVE SEMESTER PLAN, ONE SUMMER SEMESTER



OPTIONS FOR ELECTIVES

Please see your advisor to discuss and choose electives that will best suit your needs.

<i>Spring Semester</i> Course Suggestion	Hours	Grade
OAD 212 Medical Transcription	3	
OAD 242-Office Internship	3	
OAD 244-Database Applications	3	
OAD 125-Word Processing	3	
CIS/BUS/ ECO/MST Elective	3	

Congratulations!
You've finished!



PLEASE SEE YOUR ADVISOR FOR A LIST OF SUGGESTED CIS ELECTIVE COURSES

HUMANITIES/FINE ARTS ELECTIVES

Art 100 - Art Appreciation
Art 113 - Drawing I
Art 114 - Drawing II
Art 121 - Two - Dimensional Composition
Art 203 - Art History I
Art 231 - Watercolor Painting I
Art 233 - Painting I
Eng 246 - Creative Writing
Eng 251 - American Literature I
Eng 252 - American Literature II
Eng 271 - World Literature I
Eng 272 - World Literature II
Hum 101 - Introduction to Humanities I
Hum 102 - Introduction to Humanities II
Hum 106 - Humanities through the Arts
Hum 299 - PTK Honors Course (students do not have to be members of PTK to take this course)
Mus 101 - Music Appreciation

HISTORY, SOCIAL AND BEHAVIORAL SCIENCES

His 101 - Western Civilization I
His 102 - Western Civilization II
His 201 - United States History I
His 202 - United States History II
His 216 - History of World Religions
Phl 206 - Ethics and Society
Pol 211 - American National Government
Psy 200 - General Psychology
Psy 210 - Human Growth and Development
Psy 230 - Abnormal Psychology
Soc 200- Introduction to Sociology
Spa 101 - Introductory Spanish I
Spa 102 - Introductory Spanish II
Sph 106 - Fundamentals of Oral Communication
Sph 107 - Fundamentals of Public Speaking