

MEDICAL OFFICE TECHNOLOGY

(Leading to B. S.)

Advisors: B. Deshazer, M. Maddox-Dixon

Major Code: 244

The Medical Office Technology curriculum is a two-year program that provides training for those who wish to seek a business-related career within the medical profession. The student may work in a hospital, a doctor's office, a clinic, an insurance company, a pharmacy, etc. After successfully completing this curriculum, a student will receive an Associate of Applied Science degree.

Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BOT 1613	Medical Office Term. I	BOT 1623	Medical Office Term. II
BOT 1843	Keyboarding Concepts	BOT 1143	Word Processing
BOT 1713	Mechanics of Communication	BOT 1433	Business Accounting
BOT 1313	Applied Business Math	BOT 1123	Keyboard Skillbuilding
BOT 2143	Operating Systems	BOT 2813	Business Communication
	Comp. Applications Elective		Technical Elective****
EDU 1311	Orientation		<u>3</u>
	<u>1</u>		18
	19		

Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
	Transcription Elective***		Transcription Elective***
BOT 2413	Computerized Accounting	BOT 2833	Integrated Computer App.
BOT 2743	Medical Office Concepts	BOT 2753	Medical Info. Management
ENG 1113	English Composition I		Humanities/Fine Arts Elect.
	Math/Science Elective		Soc/Behav. Science Elect.**** <u>3</u>
SPT 1113	Oral Communication		<u>3</u>
	<u>3</u>		15
	18		

*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

**Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***The Transcription electives will be chosen from BOT 1513 Machine Transcription, Medical BOT 2523 Machine Transcription I, and BOT 2533 Medical Machine Transcription II.

****The Technical elective will be chosen from BOT 1413 Records Management or BOT 2763 Fundamentals of Medical Insurance Coding.