

Program Curriculum

<i>First Semester Freshman</i>	<i>Semester Hours</i>
BOT 1273 Introduction to Microsoft Office	3
BOT 1313 Applied Business Math	3
BOT 1433 Business Accounting	3
BOT 1613 Medical Terminology I	3
BOT 1763 Communication Essentials	3
LLS 1311 Orientation	1
Humanities/Fine Arts Elective	<u>3</u>
Total Hours	19

<i>Second Semester</i>	<i>Semester Hours</i>
BOT 1623 Medical Terminology II	3
BOT 2433 QuickBooks	3
BOT 2623 Principles of Business Finance	3
BOT 2743 Medical Office Concepts	3
SPT 1113 Public Speaking I	3
Mathematics/Science Elective	<u>3</u>
Total Hours	18

<i>Third Semester Sophomore</i>	<i>Semester Hours</i>
BOT 1233 Microsoft Word I	3
BOT 2643 CPT Coding	3
BOT 2653 ICD Coding	3
BOT 2673 Medical Insurance Billing	3
ENG 1113 English Composition I	<u>3</u>
Total Hours	15

<i>Fourth Semester</i>	<i>Semester Hours</i>
BOT 1243 Microsoft Word II	3
BOT 2183 Career Readiness	3
BOT 2763 Electronic Health Records	3
Social/Behavioral Science Elective	<u>3</u>
Total Hours	12

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Career Technical Education
Business Technology

Medical Office Technology

Program Description

The Medical Office Technology Program is a two-year technical program designed to prepare potential students for entry-level employment areas such as physician offices, hospitals, outpatient facilities, health, clinics, nursing home facilities, insurance companies, and other health-related organizations.

An Associate of Applied Science degree can be obtained after successful completion of two years.

Admission Requirements

Priority given to applicants with ACT composite of 16 or equivalent Next-Generation Accuplacer score.

Job Opportunities

Coding Specialist, Receptionist, Insurance/Medical Information Secretary, Medical Records Clerk.

Contact Information

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