

MEDICAL OFFICE TECHNOLOGY MAJOR
Associate of Science Degree

Medical Office Technology Mission Statement:

The mission of the Medical Office Technology Associate of Science degree program is to prepare graduates to be successful in an administrative career within the health care industry.

Medical Office Technology Learning Outcomes

Medical Office Technology Graduates will be able to:

- Demonstrate office skills including Microsoft Office suite applications
- Understand medical administrative duties including patient scheduling, accounts management, insurance verification and medical records processing
- Effectively and efficiently communicate with medical professionals
- Use specialized training in medical transcription, medical terminology and medical insurance coding.

Required Major Courses (27 Cr. Hrs.):

	Cr. Hrs
BUS1200 Introduction to Business	3
MED1010 Medical Transcription I	3
MED1020 Medical Transcription II	3
MED1030 Human Diseases	3
MED1050 Principles of CPT Coding	3
MED1070 Medical Coding--ICD-9	3
MED1090 Medical Billing & Reimbursement	3
MED1100 Anatomy & Physiology	3
MED1660 Medical Terminology	3
OT2750 Professional Experience	3

Required General Education Courses (34 Cr. Hrs.):

CIS1150 Introduction to Computing	3
COL1010 First Year Seminar	1
ENG1010 College Composition I	3
	(Placement Exam Required; may need to take ENG0900)
ENG1020 College Composition II	3
MATH1600 College Algebra	5
	(Placement Exam Required; may need to take MATH0900)
SPE2110 Speech Communication	3

Choose ONE

HIST1020 Western Civilization II	3
PHIL2050 Introduction to Ethics	3

Choose ONE

BIO1010 Humans and the Environment	4
EAR1010 Introduction to Earth Science	4

Choose ONE

ECON2210 Macroeconomics	3
ECON2220 Microeconomics	3

Choose ONE

PSY1010 Introduction to Psychology	3
SOC2010 Introduction to Sociology	3

Total Credits for Medical Office Technology Degree 61