

# ADMINISTRATIVE MEDICAL OFFICE TECHNOLOGY

## BUSINESS TECHNOLOGY

Associate in Applied Science Degree

**LENGTH:** Four Semesters

**PURPOSE:** The Associate in Applied Science Degree in Business Technology - Administrative Medical Office Technology is designed to prepare students who wish to pursue careers in administrative areas in medical business and industry.

**AREA I ..... WRITTEN COMPOSITION ..... 3 SH**

ENG 101..... English Composition I ..... 3

**AREA II ..... HUMANITIES AND FINE ARTS ..... 6 SH**

Humanities Elective..... ART, MUS, THR, REL, or PHL..... 3

SPH 107..... Fundamentals of Public Speaking ..... 3

**AREA III ..... NATURAL SCIENCES AND MATHEMATICS ..... 9-10 SH**

MTH 116 or MTH 100 ..... Mathematical Applications or Intermediate College Algebra ..... 3

CIS 130 or CIS 149 ..... Intro to Information Systems/Introduction to Computers ..... 3

MTH or SCI Elective..... Math or Natural Science Elective ..... 3-4

**AREA IV ..... HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE ..... 3 SH**

Elective ..... ANT, ECO, GEO, HIS, POL, PSY, or SOC ..... 3

**AREA V ..... PRE-PROFESSIONAL, MAJOR, AND ELECTIVE COURSES ..... 46 SH**

BUS 188..... Personal Development ..... 3

BUS 215..... Business Communications ..... 3

OAD 101..... Beginning Keyboarding ..... 3

OAD 103..... Intermediate Keyboarding..... 3

OAD 125..... Word Processing ..... 3

OAD 135..... Financial Record Keeping..... 3

OAD 137..... Computerized Financial Record Keeping..... 3

OAD 138..... Records and Information Management..... 3

OAD 211..... Medical Terminology..... 3

OAD 212..... Medical Transcription..... 3

OAD 214..... Medical Office Procedures ..... 3

OAD 215..... Health Information Management ..... 3

OAD 216..... Advanced Health Information Management..... 3

OAD 217..... Office Management ..... 3

OAD 243 or CIS 113..... Spreadsheet Applications or Spreadsheet Software Applications..... 3

WKO 107 or ORI 101..... Work Place Skills Preparation or Orientation to College..... 1

**Total Hours ..... 67-68 SH**

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.