CENTRAL TEXAS COLLEGE

Medical Office Technology (OTM15) 510716
Associate of Applied Science Degree
(*Courses offered in both the open-entry and online delivery formats)

First Year

First Semester

				Credit
DEGR	POFT	1329	Beginning Keyboarding*	3
DEGR	POFI	1301	Computer Applications I*	3
DEGR	POFT	1301	Business English*	3
DEGR	HITT	1305	Medical Terminology I*	3
DEGR	POFM	1317	Medical Administrative Support*	3
CORE	MATH	1332	Contemporary Mathematics (Quantitative Reasoning)	3

Second Semester

DEGR	POFI	2301	Word Processing*	3
DEGR	POFI	1349	Spreadsheets*	3
DEGR	POFM	1302	Medical Software Applications*	3
DEGR	HITT	1301	Health Data Content and Structure*	3
CORE	ENGL	1301	Composition I	3

Second Year

First Semester

DEGR	POFT	1325	Business Math Using Technology*	3
DEGR	POFT	2312	Business Correspondence and Communication*	3
DEGR	HITT	1303	Medical Terminology II*	3
DEGR	POFM	1327	Medical Insurance*	3
DEGR	ELEC		POFI/POFM/POFT Internship Selection	3

Second Semester

CORE	SPCH		SPCH 1315 or 1321	3
CORE	ELEC		Humanities/Fine Arts Selection	3
CORE	ELEC		Social/Behavioral Science Selection	3
DEGR	ELEC		HITT/MDCA/MRMT/POFI/POFM/POFT Selection*	3
Total Hours				**60**