



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

Second Semester

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

Second Year

First Semester

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

Second Semester

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