

# Medical Office Technology

## Poplarville Campus

The Medical Office Technology program of study is designed to prepare students for medical office-related positions such as medical transcriptionists, medical office assistants, medical file clerks, and medical office secretaries.

Medical Office Technology provides specialized training in:

Medical terminology	Medical information management
Medical transcription	Medical accounting software
Medical office concepts	Medical insurance coding

The Associate in Applied Science degree is earned upon successful completion of the Medical Office Technology curriculum.

### FRESHMAN YEAR

<u>FIRST SEMESTER</u>	<u>HOURS</u>	<u>SECOND SEMESTER</u>	<u>HOURS</u>
BOT 1113 Document Formatting	3	BOT 1143 Word Processing	3
BOT 1133 Microcomputer Applications	3	BOT 2813 Business Communication	3
BOT 1313 Applied Business Mathematics	3	BOT 1123 Keyboard Skillbuilding	3
BOT 1713 Mechanics of Communication	3	BOT 1433 Business Accounting	3
BOT 1613 Medical Terminology I	3	ENG 1113 English Composition I	3
BOT 1413 Records Management	3	BOT 1623 Medical Terminology II	3

### SOPHOMORE YEAR

<u>FIRST SEMESTER</u>	<u>HOURS</u>	<u>SECOND SEMESTER</u>	<u>HOURS</u>
BOT 2523 Medical Machine Transcription I	3	BOT 2533 Medical Transcription II	3
BOT 2743 Medical Office Concepts	3	BOT 2753 Medical Information Management	3
_____ Mathematics/Science Elective	3	SPT 1113 Oral Communication	3
BOT 2413 Computerized Accounting	3	BOT 2823 Communication Technology	3
BOT 2643 CPT Coding	3	_____ Fine Arts/Humanities Elective	3
BOT 2653 ICD Coding	3	PSY 1513 General Psychology	3

**TOTAL CREDIT HOURS: 72**

**ACADEMIC ELECTIVES:**

Mathematics or Science: (MAT 1313 or higher OR any BIO, CHE, or PHY course)

Fine Arts (ART 1113, MUS 1113, SPT 2233)

**OR**

Humanities (Any HIS, MFL, or PHI course OR ENG 2223, 2233, 2323, 2333, 2423, 2433)

**Course Descriptions** ([link to Business Tech Course Descriptions file](#))

**Business and Office Technology HomePage** ([hyperlink](#))

**PRCC HomePage** ([hyperlink](#))