

ADMINISTRATIVE OFFICE TECHNOLOGY - MEDICAL EMPHASIS

This four-semester program provides comprehensive training in the specialized skills and knowledge of office procedures needed for employment as general office professionals in the medical field. There is a constant demand in the tri-county area for graduates with this degree. Graduates have computer skills and other advanced office skills emphasizing medical vocabulary, electronic patient scheduling, and electronic billing needed for success in the high-tech medical office environment.

STACK CERTIFICATE TO EARN AN ASSOCIATE DEGREE

Start Here

Medical Office Specialist CERTIFICATE

FIRST SEMESTER

- AHS 104 - Medical Vocabulary/Anatomy and Physiology (3)
- AOT 105 - Keyboarding (3)
- AOT 133 - Professional Development (3)
- AOT 167 - Information Processing Applications (3)

SECOND SEMESTER

- AOT 122 - Medical Transcription I (3)
- AOT 137 - Office Accounting (3)
- AOT 165 - Information Processing Software (3)
- AOT 212 - Medical Document Production (3)

THIRD SEMESTER

- AOT 222 - Advanced Medical Transcription (3)
- AOT 252 - Medical Systems & Procedures (3)
- Elective Program Courses (3)

Associate Degree

FIRST SEMESTER

- AOT 105 - Keyboarding (3)
- AOT 133 - Professional Development (3)
- AOT 167 - Information Processing Applications (3)
- ENG 155 - Communications I (3)
- MAT 155 - Contemporary Mathematics (3)

SECOND SEMESTER

- AOT 110 - Document Formatting (3)
- AOT 165 - Information Processing Software (3)
- AOT 267 - Integrated Information Processing (3)
- AHS 104 - Medical Vocabulary/Anatomy and Physiology (3)
- BUS 101 - Introduction to Business (3)
- ENG 156 - Communications II (3)

THIRD SEMESTER

- AOT 122 - Medical Transcription I (3)
- AOT 141 - Office Procedures I (3)
- AOT 212 - Medical Document Production (3)
- AOT 263 - Office Database Applications (3)
- Social Science Requirement (3)

FOURTH SEMESTER

- AOT 137 - Office Accounting (3)
- AOT 252 - Medical Systems and Procedures (3)
- MGT 110 - Office Management (3)
- Humanities Requirement (3)
- Elective Program Courses (6)

OR

AOT Electives

- AOT 122 - Medical Transcription I (3)
- AOT 210 - Document Production (3)
- AOT 212 - Medical Document Production (3)
- AOT 222 - Advanced Medical Transcription (3)
- AOT 251 - Administrative Systems and Procedures (3)
- AOT 252 - Medical Systems and Procedures (3)
- AOT 255 - Senior Practicum (3)
- AOT 263 - Office Database Applications (3)
- AOT 265 - Office Desktop Publishing (3)



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