

Jones County Junior College  
 Career and Technical Education Division  
 Catalog Addendum  
 2008-2010  
 Business and Office Technology  
 Addendum # 11  
 July 21, 2009

The following changes have been made to the curricula of the Business and Office Technology (BOT) Program -Medical Office Technology Concentration:

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(1) MAT 1313 was improperly printed as “ART 1113 Art Appreciation or MAT 1313 College Algebra.

The correct entry should read:

ART 1113 Art Appreciation or MUS 1113 Music Appreciation.....3

MAT 1313 College Algebra should have been printed on a separate line:

MAT 1313 College Algebra .....3

(2) The total number of hours required for the semester will increase from 18 to 21.

See changes in red below:

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**Medical Office Technology Concentration**

**Freshman Year**

**First Semester Credit Hours**

BOT 1313 Applied Business Math.....	3
BOT 1013 Introduction to Keyboarding or BOT 1113 Document Formatting*.....	3
BOT 1413 Records Management.....	3
BOT 1613 Medical Office Terminology I.....	3
BOT 1133 Microcomputer Applications.....	3
BOT 1713 Mechanics of Communication.....	3
LLS 1312 Orientation.....	2
Total Hours.....	20

**Second Semester Credit Hours**

BOT 1143 Word Processing.....	3
BOT 1623 Medical Office Terminology II.....	3
BOT 1433 Business Accounting.....	3
BOT 2743 Medical Office Concepts.....	3
BOT 1123 Keyboard Skillbuilding.....	3
BOT 2813 Business Communication.....	3

Total Hours..... 18

**Sophomore Year**

**First Semester Credit Hours**

BOT 2523 Medical Machine Transcription I.....3  
BOT 2413 Computerized Accounting.....3  
BOT 2653 ICD Coding.....3  
BOT 2823 Communication Technology.....3  
MUS 1113 Music Appreciation.....3  
ENG 1113 English Comp I.....3  
Total Hours.....18

**Second Semester Credit Hours**

BOT 2533 Medical Machine Transcription II.....3  
BOT 2753 Medical Information Mgmt.....3  
BOT 2643 CPT Coding.....3  
ART 1113 Art Appreciation or MUS 1113 Music Appreciation.....3  
MAT 1313 College Algebra.....3  
SPT 1113 Public Speaking.....3  
PSY 1513 General Psychology or PSC 1113 American National Gov't.....3  
Total Hours.....21

Courses that serve as a prerequisite must have a grade of "C" or above or approval of the Dean or advisor before enrolling in subsequent courses.

\*Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).