

HEALTH-CARE DATA TECHNOLOGY CONCENTRATION

Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester Credit Hours

SSP 1002 Smart Start Pathway	2
BOT 1233 Microsoft Word® I..... BOT 1273 Introduction to Microsoft Office®	3
BOT 1763 Communication Essentials.....	3
BOT 1313 Applied Business Math	3
BOT 2743 Medical Office Concepts.....	3
BOT 1613 Medical Terminology I.....	3
Total Hours.....	17

Second Semester Credit Hours

BOT 1243 Microsoft Word® II BOT 1233 Microsoft Word® I.....	3
BOT 1433 Business Accounting.....	3
BOT 2763 Electronic Health Records	3
BOT 1623 Medical Terminology II	3
BOT 1273 Introduction to Microsoft Office® .. Instructor Approved Technical Elective..	3
Total Hours.....	15

HEALTH-CARE DATA TECHNOLOGY CONCENTRATION

Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester Credit Hours

SSP 1002 Smart Start Pathway	2
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BOT 1233 Microsoft Word® I	BOT 1273 Introduction to Microsoft Office®	3
BOT 1763 Communication Essentials.....		3
BOT 1313 Applied Business Math		3
BOT 2743 Medical Office Concepts.....		3
BOT 1613 Medical Terminology I.....		3
Total Hours.....		17

Second Semester Credit Hours

BOT 1243 Microsoft Word® II	BOT 1233 Microsoft Word® I	3
BOT 1433 Business Accounting.....		3
BOT 2763 Electronic Health Records		3
BOT 1623 Medical Terminology II		3
BOT 1273 Introduction to Microsoft Office® ..	Instructor Approved Technical Elective ..	3
Total Hours.....		15

Sophomore Year

First Semester Credit Hours

BOT 2643 CPT Coding.....		3
BOT 2653 ICD Coding.....		3
BOT 2673 Medical Insurance Billing.....		3
BOT 2523 Medical Transcription I or Instructor Approved Technical Elective.....		3
BOT 2753 Medical Information Management or Instructor Approved Tech Elective		3
Instructor Approved Technical Elective		6
Total Hours.....		15

HEALTH-CARE DATA TECHNOLOGY CONCENTRATION

Associate in Applied Science Degree Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester Credit Hours

SSP 1002 Smart Start Pathway	2
BOT 1233 Microsoft Word® I..... BOT 1273 Introduction to Microsoft Office®	3
BOT 1763 Communication Essentials.....	3
BOT 1313 Applied Business Math	3
BOT 2743 Medical Office Concepts.....	3
BOT 1613 Medical Terminology I.....	3
Total Hours.....	17

Second Semester Credit Hours

BOT 1243 Microsoft Word® II BOT 1233 Microsoft Word® I.....	3
BOT 1433 Business Accounting.....	3
BOT 2763 Electronic Health Records	3
BOT 1623 Medical Terminology II	3
BOT 1273 Introduction to Microsoft Office® .. Instructor Approved Technical Elective..	3
ENG 1113 English Composition I	3
Total Hours.....	18

Sophomore Year

First Semester Credit Hours

BOT 2643 CPT Coding.....	3
BOT 2653 ICD Coding.....	3
BOT 2673 Medical Insurance Billing.....	3
BOT 2523 Medical Transcription I or Instructor Approved Technical Elective.....	3
BOT 2753 Medical Information Management or Instructor Approved Tech Elective	3
Instructor Approved Technical Elective.....	6
Total Hours.....	15

Second Semester Credit Hours

SPT 1113 Public Speaking	3
ENG 1123 English Composition II.....	3
MAT 1313 College Algebra	3
Social/Behavioral Science	3

Total Hours.....12

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. See course descriptions for prerequisite requirements.

*Prior to enrollment in BOT 1233 Microsoft Word® I, students should be able to key straight-copy material at a minimum of 35 GWAM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not have this level of proficiency should enroll in Introduction to Keyboarding (BOT 1013).

Approved electives include those listed in the MCCB approved CTE and/or Academic Uniform

Course Numbering Document. Through the approved curriculum, course substitutions may be allowed at the discretion of the Business and Office Technology advisor.

OFFICE TECHNOLOGY CONCENTRATION

Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester Credit Hours

SSP 1002 Smart Start Pathway2

~~BOT 1233 Microsoft Word® I.....~~ **BOT 1273 Introduction to Microsoft Office®**3

BOT 1763 Communication Essentials.....3

BOT 1313 Applied Business Math3

BOT 1413 Records Management.....3

BOT 1213 Professional Development3

Total Hours.....17

Second Semester Credit Hours

BOT 1433 Business Accounting.....3

BOT 2433 QuickBooks®3

BOT 1823 Microsoft Excel® I3

BOT 2133 Desktop Publishing3

~~BOT 1273 Introduction to Microsoft Office® ..~~ **BOT 1233 Microsoft Word® I.....**3

Total Hours.....15

OFFICE TECHNOLOGY CONCENTRATION

Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester Credit Hours

SSP 1002 Smart Start Pathway2

~~BOT 1233 Microsoft Word® I.....~~ **BOT 1273 Introduction to Microsoft Office®**3

BOT 1763 Communication Essentials.....3

BOT 1313 Applied Business Math3

BOT 1413 Records Management.....3

BOT 1213 Professional Development3

Total Hours.....17

Second Semester Credit Hours

BOT 1433 Business Accounting.....3

BOT 2433 QuickBooks®3

BOT 1823 Microsoft Excel® I3

BOT 2133 Desktop Publishing3

~~BOT 1273 Introduction to Microsoft Office® ..~~ **BOT 1233 Microsoft Word® I**.....3

Total Hours.....15

Sophomore Year

First Semester Credit Hours

BOT 1243 Microsoft Word® II3

BOT 1853 Microsoft Excel® II.....3

BOT 2333 Microsoft Access®3

~~BOT 2833 Integrated Computer Applications or Instructor Approved Tech Elective~~.....3

BOT 2723 Administrative Office Procedures or Instructor Approved Tech Elective	3
Instructor Approved Technical Elective.....	6
Total Hours.....	15

OFFICE TECHNOLOGY CONCENTRATION

Associate in Applied Science Degree Option

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BOT 1763 Communication Essentials.....	3
BOT 1313 Applied Business Math	3
BOT 1413 Records Management.....	3
BOT 1213 Professional Development	3
Total Hours.....	17

Second Semester Credit Hours

BOT 1433 Business Accounting.....	3
BOT 2433 QuickBooks®	3
BOT 1823 Microsoft Excel® I	3
BOT 2133 Desktop Publishing	3
BOT 1273 Introduction to Microsoft Office® .. BOT 1233 Microsoft Word® I	3
Total Hours.....	15

Sophomore Year

First Semester Credit Hours

BOT 1243 Microsoft Word® II	3
BOT 1853 Microsoft Excel® II.....	3
BOT 2333 Microsoft Access®	3

BOT 2833 Integrated Computer Applications or Instructor Approved Tech Elective.....	3
BOT 2723 Administrative Office Procedures or Instructor Approved Tech Elective.....	3
Instructor Approved Technical Elective.....	6
ENG 1113 English Composition I	3
Total Hours.....	18

Second Semester Credit Hours

ENG 1123 English Composition II (must have C in ENG 1113)	3
SPT 1113 Public Speaking.....	3
MAT 1313 College Algebra	3
Social/Behavioral Science	3
Total Hours.....	12

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. See course descriptions for prerequisite requirements.

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