

# OFFICE PROFESSIONAL (Medical Option)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

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The Office Professional (Medical Option) Associate of Applied Science degree is designed for students wanting to pursue a secretarial career working in a medical office. Courses in the degree focus on improving basic math, English, computer and communication skills. In addition, students will become skilled at using medical terminology, office procedures and medical document processing.

### Tech-Prep program.

Semester I			Hours
ACNT	1403	Introduction to Accounting I	4
<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications <u>OR</u></b>	<b>3</b>
<b>COSC</b>	<b>1301</b>	<b>Microcomputer Applications</b>	
POFT	1301	Business English	3
POFT	1421	Business Math	4
POFT	2401	Intermediate Keyboarding+	<u>4</u>
		<b>Total</b>	<b>18</b>
Semester II			
ACNT	1404	Introduction to Accounting II	4
POFI	1449	Spreadsheets	4
POFI	2401	Word Processing++	4
POFT	1319	Records and Information Management I	3
<b>Elective</b>		<b>Academic Education: Humanities/Fine Arts</b>	<b><u>3</u></b>
		<b>Total</b>	<b>18</b>
Semester III			
HITT	1305	Medical Terminology I	3
HITT	1341	Coding and Classification Systems	3
HITT	1401	Health Data Content and Structure	4
<b>SPCH</b>	<b>1321</b>	<b>Business and Professional Speaking <u>OR</u></b>	<b>3</b>
<b>SPCH</b>	<b>1315</b>	<b>Public Speaking</b>	
<b>Elective</b>		<b>Academic Education: Social/Behavioral Science</b>	<b><u>3</u></b>
		<b>Total</b>	<b>16</b>
Semester IV			
HITT	1303	Medical Terminology II	3
HITT	1311	Computers in Health Care	3
HITT	1342	Ambulatory Coding	3
POFT	2312*	Business Correspondence and Communication	3
<b>Elective</b>		<b>Academic Education: Natural Science/Math</b>	<b><u>3</u></b>
		<b>Total</b>	<b>15</b>
		<b>TOTAL HOURS</b>	<b>67</b>

+ Prerequisite: POFT 1429 or approval of instructor

++ Prerequisite: POFT 1429, POFT 2401 or approval of instructor

\* Capstone Learning Experience