

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – MEDICAL OFFICE TECHNOLOGY**

The Medical Office Technology program of study is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription, coding, and computer software applications.

Admission Requirements

Students must submit a composite score of 14 or higher on the Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10th grade level or higher on the TABE.

Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1013 Introduction to Keyboarding and/or BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
BOT 1013 Intro to Keyboarding (3 hrs)					
BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1413 Records Management (3 hrs)					
BOT 1613 Medical Office Terminology I (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
Math/Science Elective (3 hrs)					
SECOND SEMESTER FRESHMAN					
BOT 1123 Keyboard Skillbuilding (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1623 Medical Office Terminology II (3 hrs)					
BOT 2813 Business Communications (3 hrs)					
FIRST SEMESTER SOPHOMORE					
BOT 1513 Machine Transcription (3 hrs)					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 2643 CPT Coding (3 hrs)					
BOT 2653 ICD Coding (3 hrs)					
BOT 2743 Medical Office Concepts (3 hrs)					
BOT 2823 Communication Technology (3 hrs)					
SECOND SEMESTER SOPHOMORE					
BOT 2523 Medical Machine Transcription I (3 hrs)					
BOT 2753 Medical Information Management (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
ENG 1113 English Composition I (3 hrs)					
Total Hours: 75					
Advisor Initials:					
Date:					

Instructors: Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson
Associate Degree Program