

Medical Specialist Concentration

Recommended Program Schedule for Medical Concentration

First Semester

AOT	104	Keyboarding and Input Technologies	3.0
AOT	162	Basic Information Processing	3.0
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I *	3.0
MAT	120	Probability and Statistics *	3.0

Second Semester

BIO	110	General Anatomy & Physiology	3.0
AOT	110	Document Formatting	3.0
CPT	270	Advanced Microcomputer Applications	3.0
SPC	205	Public Speaking *	3.0
		Or	
SPC	209	Interpersonal Communications *	

Third Semester

AHS	102	Medical Terminology	3.0
AOT	251	Administrative Systems and Procedures	3.0
AOT	161	Records Management	3.0
MKT	130	Customer Service Principles	3.0

Fourth Semester

AOT	212	Medical Document Production	3.0
AOT	256	Office Management Skills	3.0
AOT	234	Administrative Office Communications	3.0
AOT	133	Professional Development	3.0
		Humanities/Fine Arts or Social Science Elective *	3.0

Fifth Semester

AOT	252	Medical Systems & Procedures	3.0
AOT	196	Office Confidentiality and Security	3.0
AOT	255	Senior Practicum	3.0
		Humanities/Fine Arts or Social Science Elective *	3.0

Total Required Credit Hours:

66.0

* General education course

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