



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

**A.A.S. - Business and Office Technology:
Medical Administrative Technology option**

The medical administrative technology option is designed for individuals seeking employment in a physician's office, hospital or medical facilities that specialize in the production of documents that are the basis for medical records.

Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities	3
Area III: Natural Science and Mathematics	9
CIS 146 Microcomputer Applications	3
CIS 113 Spreadsheet Software Applications (or ACC149 or OAD 243) ..	3
MTH 100 Intermediate College Algebra (or higher level MTH)	3
Area IV: History, Social and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional Major and Elective courses	45
Required Business and Office Technology core	30
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (or CIS 111)	3
OAD 130 Electronic Calculations	3
OAD 138 Records and Information Management	3
OAD 211 Medical Terminology	3
OAD 212 Medical Transcription	3
OAD 214 Medical Office Procedures	3
OAD 242 Office Internship (Last Semester)	3
OAD 244 Database Applications (or CIS 117)	3
OAD 246 Office Graphics and Presentations (or CIS 115)	3
**Electives (6 hours in CIS and 6 hours in BUS, ECO or MST and 3 hours in VCM) ...	15
CIS courses	6
BUS, ECO or MST courses	6
VCM course	3
Additional degree requirements	3
ORI 105 Orientation and Student Success	3
Total	72