

MEDICAL OFFICE CLERK

This program is designed to perform administrative and clinical duties in the medical offices and/or medical facilities.

		Fall	Spring
ACC 101	Fundamentals of Accounting	3	
BTE 108	Ten Key by Touch	1	
BTE 100	Computer Keyboarding	1	
CIS 118	Intro to Computer Applications	3	
CIS 135	Complete Word	3	
MOT 208	Intro to CPT-4	2	
HPR 106	Law & Ethics for Health Professionals	2	
HPR 178	Medical Terminology	2	
CIS 155	PC Spreadsheet Concepts.	3	
BTE 225	Administrative Office Management	3	
MOT 132	Medical Transcription.	4	
MOT 209	Intro to ICD-9.	2	
BTE 287	Cooperative Education/Internship	1	

