

**COLLEGE OF THE OUACHITAS
BUSINESS INFORMATION TECHNOLOGY
DEGREE PLAN**

**Technical Certificate
Medical Office Administration**

Name _____ System ID _____

Advisor _____

Division Chair Signature _____

Business Technology classes require college-level reading skills, or successful completion of Academic Reading. All prerequisites require successful completion with a "C" or better.

Semester	Grade	Course Number	Course Name	Prerequisite(s)
_____	_____	MEDT 1123	Medical Terminology I	
_____	_____	MEDT 1133	Medical Office Administration	
_____	_____	DATA 1123	Fundamentals of Information Technology	Pass Keyboarding Entrance Exam
_____	_____	DATA 1213	Word Processing	Beginning Keyboarding OR Pass Keyboarding Entrance Exam
_____	_____	MEDT 1143	Medical Terminology II	Medical Terminology I
_____	_____	MEDT 1223	Principles of Disease	
_____	_____	DATA 1243	Spreadsheet Applications	Fundamentals of Info Tech
_____	_____	DATA 1233	Database Management	Fundamentals of Info Tech
_____	_____	ENGL 1113	Composition I	Basic Writing
Choose one of the following:				
_____	_____	MATH 1023	Intermediate Algebra	Basic Algebra
_____	_____	MATH 1123	Business Math (does not transfer)	Basic Algebra