

**THIS IS A CAREER DEGREE.  
IT IS NOT DESIGNED TO TRANSFER TO A FOUR YEAR UNIVERSITY.**

**Danville Area Community College  
2017-2018**

## Medical Office Personnel

Associate in Applied Science Degree

This program is designed to provide the basic training necessary for office personnel in a medical facility. The program content is subject to change pending American Medical Records Association recommendations and approval. This is an occupational program typically not designed to transfer. However this program has been articulated to some senior institutions. Please contact a counselor for specific details.

***First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.***

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
<b>First Semester</b>			
INST 101 Success in College	1		
BOFF 130 Windows	2		
+ BOFF 121 Typing & Document Processing	3		
# BOFF 237 Word I	3		
BOFF 140 Medical Terminology	3		
BOFF 108 Ethics in the Workplace	1		
* Communications Elective (ENGL 121 or ENGL 101)	3		
Total	16		
<b>Second Semester</b>			
+ BOFF 122 Document Processing II (pre: BOFF 121/38 wpm)	3		
# BOFF 238 Word II (pre: BOFF 237)	3		
* GSCI 105 Human Body Structure	3		
BOFF 139 Medical Office Procedures (pre: BOFF 140)	3		
# BOFF 225 Excel I (pre: BOFF 130)	3		
* Humanities Elective	3		
Total	18		
<b>Third Semester</b>			
BOFF 141 Intro. Medical Transcription (pre: BOFF 121; BOFF 140)	3		
BOFF 226 Access I	3		
* BOFF 125 Business Communications (pre: BOFF 121 or consent)	3		
BOFF 249 Medical Office Procedures II	3		
* PSYC 100 Introduction to Psychology	3		
Total	15		
<b>Fourth Semester</b>			
BOFF 151 Records Management	3		
BOFF 250 Administrative Systems and Procedures (pre: BOFF 122)	3		
BOFF 260 Job Search (pre: completion of 40 hours or consent)	2		
BOFF 242 Intermediate Medical Transcription (pre: BOFF 141)	3		
BACC 100 Introduction to Accounting <u>OR</u>			
CACC 101 Financial Accounting	3		
BOFF 127 Intro to PowerPoint (pre: BOFF 130)	2		
Total	16		

Total Hours    65

# Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.    + Placement depends on demonstrated proficiency.    \* General Education.

See list of Human Relations requirements.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.