



(Associate in Applied Science)

Medical Office Specialist

General Specialty

ICCB Code: AAS 045D

Required Courses						
First Semester	Lec	Lab	Cr	RCC	Sem/Yr	Transfer
Bus 110 Business Math	3	0	3			
OT 140 Medical Terminology (or HLTH 140)	3	0	3			
OT 114 Word Processing & Presentation	2	2	3			
OT 119 Business English	3	0	3			
OT 170 Professional Office Procedures (formerly OT 250)	3	0	3			
Subtotals	14	2	15			
Second Semester	Lec	Lab	Cr			
OT 116 Database Applications	2	2	3			
OT 113 Editing and Proofreading	3	0	3			
OT 120 Business Communications	3	0	3			
OT 141 Medical Office Anatomy (formerly OT 142)	3	0	3			
OT 150 Records Management	3	0	3			
Subtotals	14	2	15			
Third Semester	Lec	Lab	Cr			
OT 205 Voicing & Transcription	2	2	3			
OT 240 Pharmacology Terminology	3	0	3			
OT 244 Interpreting Healthcare Records	3	0	3			
General Education Electives (2)	6	0	6			
Subtotals	14	2	15			
Fourth Semester	Lec	Lab	Cr			
OT 245 Insurance/Patient Billing	2	2	3			
OT 290 Work Experience Practicum & Seminar (or OT 295)	1	10	3			
P Rel 100 Human Relations	3	0	3			
Spch 120 Business & Professional Speaking (or Spch 101)	3	0	3			
General Education Elective	3	0	3			
Subtotals	12	12	15			
Program Total 60						

Other Graduation Requirements:

2.00 (C) Grade Point Average for all courses at RCC

Comments: _____
