

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

**Danville Area Community College  
2009-2010**

## 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.

**Designated as a Partnership for College & Career Success program.**

***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>			
BOFF 140 Medical Terminology	3		
+ BOFF 121 Typing & Document Processing	3		
BOFF 135 Intro to the Office (pre: Enrollment in or completion of BOFF 121 or consent)	3		
BOFF 151 Records Management	3		
# BOFF 237 Word I (pre: BOFF 130)	3		
BOFF 108 Ethics in the Workplace	1		
Total	16		
<b>Second Semester</b>			
+ BOFF 122 Document Processing II (pre: BOFF 121/38 wpm)	3		
* GSCI 105 Human Body Structure	3		
# BOFF 238 Word II (pre: BOFF 237)	3		
BOFF 141 Intro. Medical Transcription (pre: BOFF 121; BOFF 140)	3		
BOFF 127 Intro to PowerPoint (pre: BOFF 130)	2		
* Communications Elective (ENGL 121 or ENGL 101)	3		
Total	17		
<b>Third Semester</b>			
BOFF 242 Intermediate Medical Transcription (pre: BOFF 122, BOFF 140, BOFF 141)	3		
BOFF 224 Document Processing III (pre: BOFF 122/48 wpm)	3		
# BOFF 225 Excel I (pre: BOFF 130)	3		
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent)	3		
BACC 100 Introduction to Accounting <u>OR</u> CACC 101 Financial Accounting	3		
PSYC 100 Introduction to Psychology	3		
Total	18		

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**Medical Office Personnel (continued)**

<b>REQUIRED COURSES</b>	<b>HOURS</b>	<b>F,S,I,SU</b>	<b>GRADE</b>
<b>Fourth Semester</b>			
BOFF 245 Advanced Medical Transcription (pre: BOFF 242)	2		
BOFF 171 Basic Coding (pre: BOFF 242)	2		
# BOFF 226 Access I (pre: BOFF 130)	3		
BOFF 145 Voice Recognition Software	2		
BOFF 229 Microsoft Office (pre: BOFF 225, BOFF 226, BOFF 127 or BOFF 227, BOFF 238)	2		
BOFF 250 Administrative Systems and Procedures (pre: BOFF 122)	2		
BOFF 260 Job Search Seminar (pre: completion of 40 hours or consent)	2		
* Humanities Elective	3		
Total	18		

Total Hours 69

# 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 pages 50-51 for list of Human Relations requirements.

Designated as a Partnership for College & Career Success program. See page 156.

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