



# 2021-2022 GUIDED PATHWAY

## Level I Certificate in Medical Office Technology Support

FIRST FALL*			
FIRST SEMESTER	NOTES	SCH	COMPLETED
<b>POFT 1329</b> - Beginning Keyboarding		3	<input type="checkbox"/>
<b>ITSC 1301</b> - Introduction to Computers	FY	3	<input type="checkbox"/>
<b>POFT 1301</b> - Business English		3	<input type="checkbox"/>
<b>POFM 1317</b> - Medical Administrative Support		3	<input type="checkbox"/>
<b>Total SCH</b>		<b>12</b>	

FIRST SPRING*			
SECOND SEMESTER	NOTES	SCH	COMPLETED
<b>HITT 1305</b> - Medical Terminology	FY	3	<input type="checkbox"/>
<b>BCIS 1305</b> - Business Comp. Applications	FY	3	<input type="checkbox"/>
<b>MRKG 1301</b> - Customer Relationship Mgmt.	\$	3	<input type="checkbox"/>
<b>POFT 1313</b> - Professional Workforce Prep.		3	<input type="checkbox"/>
Choose any <b>Business Elective</b>		3	<input type="checkbox"/>
<b>Total SCH</b>		<b>15</b>	

**Graduation SCH 27**

### Definition of Notes

- \* All courses are offered on-line.
- \$ Additional Certification Available/\$75 Exam Fee
- FY** Course will be offered on a continuous basis so that a student can take the course in any fall and spring semester.
- ACNT-1311, MRGK-2312, HRPO-1311, BMGT-2309 or BMGT-2303
- Apply for graduation for Level 1 Certificate in Medical Office Technology Support.

### Helpful Links

- [Expenses and Scholarships](#)
- [Business Website](#)
- [Financial Aid Information](#)
- [POFT Courses](#)

### Transfer Outlook

The Medical Office Technology Support assists students in developing the fundamental skills, knowledge, attitude and experience for entry-level administrative positions in a medical office environment. The Medical Office Technology Support Certificate prepares students for employment in hospitals, physician's offices, medical clinics, and other healthcare institutions. The emphasis is on medical terminology and document processing. The program also includes business computer applications, business writing, bookkeeping, basic marketing and soft skills needed to serve both patients and staff effectively.

### Career Outlook

- Medical Office/Healthcare Receptionist** - \$18,635\* w/Certificate
- Medical Office/Healthcare Support Worker** - \$32,833\* w/Certificate

\*Based on entry-level jobs in Central Texas