BUSINESS TECHNOLOGY

ADMINISTRATIVE MEDICAL OFFICE TECHNOLOGY
Short Term Certificate

Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in administrative medical office technology.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of STARS.

AREA V: Pre-Professional, Major, and Elective Courses	
BUS 215 – Business Communications	3
OAD 103 – Intermediate Keyboarding	3
OAD 211 – Medical Terminology	3
OAD 212 – Medical Transcription	3
OAD 214 – Medical Office Procedures	3
OAD 215 – Health Information Management	3
OAD 216 – Advanced Health Information Management	3
OAD 243 – Spreadsheet Applications **or** CIS 113 – Spreadsheet Software Applications	3
Total Hours	**24 SH**