

**BUSINESS ADMINISTRATIVE TECHNOLOGY  
MEDICAL OFFICE ASSISTANT CERTIFICATE**

CERTIFICATE

This program is designed for those who wish to update their office skills by using specific knowledge of medical terminology, scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

**Credits Required:** 27

**Major Advisor:** Lori Ford  
620-820-1242  
lorif@labette.edu

Concentration Requirements 27

- OTEC 106 Formatting 3  
*Enroll in College Keyboarding if typing speed <30 wpm*
- OTEC 124 Medical Terminology 3
- OTEC 133 Medical Coding ICD 3
- COMP 110 Computer Concepts & Applications 3
- \*Concentration Electives 15
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Recommended Course Sequence**

**Plan A: Begin Summer Semester**

**SEM 1:** OTEC 125, COMP 110

**SEM 2:** OTEC 106, OTEC 111, OTEC 133, OTEC 155

**SEM 3:** OTEC 125, OTEC 134, OTEC 137

**Plan B: Begin Fall Semester**

**SEM 1:** COMP 110, OTEC 125

**SEM 2:** OTEC 106, OTEC 125

**SEM 3:** OTEC 111, OTEC 133, Elective

**SEM 4:** OTEC 134, OTEC 137

\* Select 15 hours from the following:

- OTEC 102 College Keyboarding 3
- OTEC 111 Records Mgmt. & Database App 3
- OTEC 122 Office Internship I 1
- OTEC 125 Advanced Medical Terminology 3
- OTEC 128 Medical Transcription 2
- OTEC 134 Medical Coding CPT 3
- OTEC 137 Medical Office Applications 3
- OTEC 140 Business English 3
- OTEC 155 Word Processing (Microsoft Word) 3

**Student Organization**

Phi Beta Lambda (PBL)

**After Completion**

The majority of jobs will be found in medical offices of clinics, doctors' offices, and hospitals. Students may continue with their education by obtaining an Associate in Applied Science in Medical Administrative Assistant.

Courses designated as Physical Science, Natural Science, Humanities, Social Behavioral and General Education electives can be found on page 92.  
Placement Tests or pre-requisites are required for English Composition I, and Math courses. See page 26 for complete Placement information.  
Some courses are not offer each semester. Always make an appointment with your major advisor to enroll each semester.