

# 2019-2020 TTC Catalog

## Medical Office Specialist

### Certificate in Applied Science

#### 27 Credit Hours

The Medical Office Specialist program prepares you for front office work in a physician's office. Courses cover medical vocabulary, document production and office procedures.

#### Major Requirements

AHS 104 Medical Vocabulary-Anatomy 3

AOT 110 Document Formatting 3

AOT 134 Office Communications 3

AOT 161 Records Management 3

AOT 252 Medical Systems and Procedures 3

AOT 256 Office Management Skills 3

CPT 174 Microcomputer Spreadsheets 3

CPT 179 Microcomputer Word Processing 3

CPT 290 Microcomputer Multimedia Concepts and Applications 3

Total: 27

#### Admission Requirements

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.