

# MEDICAL CLERICAL CERTIFICATE IN APPLIED SCIENCE

## Program Description

This program develops specialized skills needed to become a general office professional in the medical field or other business offices.

## Mission Statement

The mission of the Administrative Office Technology program is to provide graduates with the industry desired technical and interpersonal skills to be effective members and leaders of an office team.

## Entrance Requirements

High school diploma or GED.

## Type of Program

Day or evening

## Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by the successful completion of a higher-level course if available.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.

## Employment Opportunities

Doctors' offices, hospital systems, medical organizations, insurance companies, business and industry

Visit our web page at <https://www.gvltec.edu/aot/>.

## Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

**Note:** Please contact your advisor for recommended evening schedules.

First Semester		Hours
AOT 104	Keyboarding and Input Technologies	3
AHS 102	Medical Terminology	3
<b>Total Semester Hours</b>		<b>6</b>
Second Semester		
AOT 110	Document Formatting	3
CPT 170	Computer Applications I	3

AOT 212	Medical Document Production	3
<b>Total Semester Hours</b>		<b>9</b>
Third Semester		
AOT 251	Administrative Systems & Procedures	3
AOT 196	Office Confidentiality & Security	3
AOT 162	Basic Information Processing	3
<b>Total Semester Hours</b>		<b>9</b>
Fourth Semester		
AOT 250	Advanced Information Processing	3
AOT 252	Medical Systems & Procedures	3
<b>Total Semester Hours</b>		<b>6</b>
<b>Total Required Credit Hours</b>		<b>30</b>

<sup>1</sup> General education course