

# BUSINESS INFORMATION TECHNOLOGY

## MEDICAL FRONT OFFICE PROFESSIONAL DEGREE PLAN

### COURSE SEQUENCE - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
POFI 1301	Computer Applications I	3
HITT 1305	Medical Terminology	3
POFT 1325	Business Math Using Technology	3
Fall Total Credit Hours		15

### COURSE SEQUENCE - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1313	Professional Workforce Preparation	3
MDCA 1302	Human Disease/Pathophysiology	3
HPRS 2321	Medical Law & Ethics for Health Professionals	3
POFM 1427	Medical Insurance	4
POFM 1317	Medical Administrative Support	3
Spring Total Credit Hours		16
Program Total Credit Hours		31