

---

## Health Care Office Management

### *Associate of Technical Study (64-65 semester hours)*

This major prepares graduates for a variety of administrative and/or supervisory positions including medical assistant, registrar, and unit coordinator in health care settings such as medical offices, hospitals, or other health care facilities. Graduates of the program possess skills in business, communications, computing, and science through required and elective courses.

Students interested in pursuing a Bachelor of Science in Nursing (BSN) at Miami should take at least two science classes from the following list: CHM 131, MBI 161, ZOO 171 or ZOO 172. You are eligible to apply for admission eligibility to the BSN program with a C or better grade in these science courses & a minimum GPA of 2.5.

***Please note this is a guideline only; your DARS is the official program record***

BTE 101 Introduction to Accounting I (3)  
BTE 111 Introduction to Management (3)  
BTE 112 Introduction to Human Resources Management (3)  
BTE 125 Medical Office Simulation (3)  
BTE 181 Computers & Business (3)  
    OR CIT 154 Intro. to Personal Comp. Concepts & Apps. (3)  
BTE 203 Computerized Accounting (3)  
BTE 221 Professional Development (3)  
BTE 224 Medical Terminology (3)  
CHM 131 Chemistry of Life Processes MPF IVB (3)  
    OR MBI 161 Elementary Medical Microbiology (4)  
COM 135 Public Expression & Critical Inquiry (3)  
    OR COM 136 Intro. to Interpersonal Communication (3)  
CSA 151 Computer Science & Society MPF V (3)  
ENG 111 College Composition (3)  
ENG 112 Composition & Literature (3)  
ENG 215 Technical Writing (3)

MTH 101 Introduction to Elementary Algebra (3)  
PSY 111 Introduction to Psychology (4)  
ZOO 161 Human Physiology (3)  
    OR ZOO 171 Human Anatomy & Physiology (4)  
Technical Electives (12)  
    Hours selected from the list below:

***Technical Electives (take 4 courses from this list):***

BTE 105 Introduction to Marketing (3)  
BTE 242 Mgt. of Small Business Operations (3)  
BTE 243 Management-Worker Relations (3)  
BTE 281 Business Communication Software (3)  
BTE 282 Computer-Based Business Analysis (3)  
One of these science courses if not previously taken:  
CHM 131, MBI 161, ZOO 161, ZOO 171, ZOO 172

*Program and course content are subject to change. This listing was current at the time of its printing and is intended for general informational purposes only. **It should not be relied on to represent your specific requirements.** Generally, you are bound by program requirements that existed at the time you first started at Miami University unless you elect to meet newer requirements. The Degree Audit Report System (DARS) produces an individualized report, which indicates your progress in meeting your specific program requirements. You may obtain a copy from the Records Office or from BannerWeb.*

**Please be sure to consult an adviser in the Business Technology Department regularly, and before starting your program.**