



MIAMI  
HAMILTON &  
MIDDLETOWN

Miami University  
Business Technology  
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www.muohio.edu/bte

## *Associate of Technical Study*

### **Health Care Office Management (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.

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

ENG 111 College Composition (3)  
ENG 112 Composition & Literature (3)  
ENG 215 Technical Writing (3)  
MTH 101 Intro to Elementary Algebra (3)  
CIT 154 Intro to Personal Comp. Concepts & Apl. (3)  
OR BTE 181 Computers & Business (3)  
ZOO 161 Human Physiology (3)  
OR ZOO 171 Human Anatomy and Physiology (4)  
CHM 131 Chemistry in Modern Society MPF IVB  
OR MBI 161 Elementary Medical Microbiology (4)  
CSA 151 Computer Science & Society MPF V (3)  
PSY 111 Introduction to Psychology (4)  
COM 135 Public Expression & Critical Inquiry  
OR COM 136 Intro. to Interpersonal Communication  
BTE 101 Introduction to Accounting I (3)  
BTE 111 Introduction to Management (3)  
BTE 112 Intro. to Human Resources Management (3)

BTE 125 Medical Office Simulation (3)  
BTE 203 Computerized Accounting (3)  
BTE 221 Professional Development (2)  
BTE 224 Medical Terminology (3)  
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:  
ZOO 161, ZOO 171, ZOO 172, CHM 131, MBI 161

*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.**

(Revised March 14, 2008)