



Medical Administrative Support

Technical Certificate (TC)

Advising Worksheet for 2011-2012

Student Name:	Student #:	Phone #:		
Recommended Course Sequence	Credits	TC	Semester Enrolled	Special Action
First Semester		14		
ALLH 101 Medical Terminology	2	X		
BSTC 113 Medical Front Office Skills	3	X		
BSTC 115 Human Relations in the Medical Office	3	X		
BSTC 162 Business Computer Applications I	3	X		
COMM 101 Fundamentals of Communications Or ENGL 101 English Composition	3	X		
Second Semester		15		
BSTC 121 Health Information Management	3	X		
*BSTC 123 Medical Document Processing ¹	3	X		
*BSTC 125 Employment Skills for the Medical Office ²	3	X		
MATH GE Math Course (MATH 123 or higher)	3	X		
SOCS GE Social Science Course	3	X		
TOTAL CREDITS		29		

7/11

¹ Prerequisites: Keyboarding speed 30nwpm and BSTC 162

² Prerequisites: BSTC 113 and BSTC 115