RIVER PARISHES COMMUNITY COLLEGE
TECHNICAL EDUCATION CENTER

STUDENT SCHEDULE BY SEMESTER BUSINESS OFFICE TECHNOLOGY
MEDICAL OFFICE CONCENTRATION

SEMESTER 1

CPTR 1002 - Computer Literacy & Applications
KYBD 1010 - Introductory Keyboarding
CSRV 1000 - Customer Service
OSYS 1100 - Records Management
BUSE 1045 - Business Communication

SEMESTER 2

KYBD 1111 - Introduction to Formatting
ACCT 1100 - Principles of Accounting Part I
BOTH 1300 - Medical Office Terminology
BUSM 1050 - Business Math
BOTH 1120 - General Body Structure

SEMESTER 3

ACCT 1200 - Principles of Accounting Part II
BOTH 1230 - Insurance Billing
BOTH 1240 - Coding
BOTH 2110 - Medical Office Transcription
General Education Course

SEMESTER 4

BOTH 1210 - Administrative Procedures for Medical Offices
JOBS 2450 - Job Seeking Skills
One (1) Elective - 3 credits
General Education Course
General Education Course

SEMESTER 5

Two (2) Electives - 6 credits
General Education Course
General Education Course