

HEALTH-CARE DATA TECHNOLOGY (CERTIFICATE OPTION)
NATCHEZ ONLY

FRESHMAN YEAR			
First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1273 Intro to Microsoft® Office®	3	BOT 1313 Applied Business Math	3
BOT 1433 Business Accounting or ACC 2213 Principles of Accounting I	3	BOT 1823 Microsoft® Excel® I	3
BOT 1613 Medical Terminology I	3	BOT 2183 Career Readiness	3
BOT 1623 Medical Terminology II	3	BOT 2743 Medical Office Concepts	3
BOT 1763 Communication Essentials	<u>3</u>	BOT 2763 Electronic Health Records	<u>3</u>
	15		15

Completion Award: Career Certificate upon completion of all courses.