

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013, Intro. to Keyboarding (1st minisession)	3	BOT 1763, Communication Essentials.....	3
BOT 1233, Microsoft Word I (2nd minisession).....	3	BOT 1823, Microsoft Excel I.....	3
BOT 1313, Appl. Business Math	3	BOT 2433, Quickbooks.....	3
BOT 1433, Business Accounting.....	3	BOT 1243, Microsoft Word II	3
BOT 1453, Intro. to Bus. Mgmt.	3	BOT 1493, Social Media Mgmt.....	3
Total	<u>15</u>	Total	<u>15</u>

CAREER CERTIFICATE EXIT POINT

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2233, Human Resource Mgmt.	3	ENG 1113, English Comp. I	3
BOT 2613, Entre. Prob. Solving.....	3	SPT 1113, Public Speaking.....	3
BOT 1853, Microsoft Excel II.....	3	Humanities/Fine Arts Elective.....	3
BOT 2183, Career Readiness.....	3	Social/Behavioral Science Elective.....	3
*BOT Adviser Approved Elective.....	3	Math/Science Elective	3
Total	<u>15</u>	Total	<u>15</u>

TECHNICAL CERTIFICATE EXIT POINT

* BOT Electives: BOT 2333 Microsoft Access, BOT 2133 Desktop Publishing, WBL 1913 Work-Based Learning

Medical Office Technology

Advisers: Randall, Sugg (DeSoto Center); Littrell, Barber, Buchanan (LYTC); Dickerson, Etherton, McGuffee (Senatobia) • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

Career Certificate • Technical Certificate • Associate of Applied Science

The Medical Office Technology curriculum is a two-year program that provides training for those who wish to seek a business-related career within the medical profession; such as a hospital, a doctor's office, a clinic, an insurance company, a pharmacy, etc. After successfully completing this curriculum, the student will receive an Associate of Applied Science degree. Students in the program will complete Office Proficiency Assessment and Certifications.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013, Intro. to Keyboarding (1st minisession)	3	BOT 1763, Communication Essentials.....	3
BOT 1233, Microsoft Word I (2nd minisession).....	3	BOT 1623, Medical Terminology II	3
BOT 1313, Appl. Business Math	3	BOT 2743, Medical Office Concepts ..	3
BOT 1433, Business Accounting.....	3	BOT 2763, Elect. Health Records	3
BOT 1613, Medical Terminology I.....	3	*BOT Adviser Approved Elective.....	3
Total	<u>15</u>	Total	<u>15</u>

CAREER CERTIFICATE EXIT POINT

SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2643, CPT Coding.....	3	ENG 1113, English Comp. I.....	3
BOT 2653, ICD Coding.....	3	SPT 1113, Public Speaking.....	3
BOT 1823, Microsoft Excel I.....	3	Humanities/Fine Arts Elective.....	3
BOT 2183, Career Readiness.....	3	Social/Behavioral Science Elective.....	3
BOT 2673, Medical Insurance Billing.....	3	Math/Science Elective.....	3
Total	<u>15</u>	Total	<u>15</u>

TECHNICAL CERTIFICATE

EXIT POINT

* BOT Electives: BOT 1243 Microsoft Word II, BOT 1853 Microsoft Excel II, BOT 1643 Pathophysiology, BOT 2433 Quickbooks, BOT 2663 Advanced Coding, WBL 1913 Work-Based Learning

Cardiovascular Technology

Advisers: Stanford-Means, R. Stevens • Offered at DeSoto Center-Southaven only

Associate of Applied Science

The Cardiovascular Technology program trains technologists to operate sophisticated equipment in assisting physicians with diagnosing and treating patients with cardiac disease. The primary focus is on invasive cardiology procedures. The technologists are trained to work in a cardiac catheterization laboratory where they prepare patients for and assist the physician with a variety of diagnostic and therapeutic procedures usually performed via radiologically-guided catheters and other instrumentation. Most cardiovascular technologists work in hospital cardiology departments, while some work in cardiologists' offices, cardiac rehabilitation centers, or ambulatory surgery centers. This curriculum was written to meet the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Standards and Guidelines for Cardiovascular Technologists. Graduates of this two-year program will be awarded an Associate of Applied Science degree in Cardiovascular Technology and are eligible to make application to sit for the Cardiovascular Credentialing International (CCI), Registered Cardiovascular Invasive Specialist (RCIS) Exam. Industry standards are based on the Cardiovascular Credentialing International (CCI), Registered Cardiovascular Invasive Specialist (RCIS) Examination Outline.

Admission to the Cardiovascular Technology program is very competitive. A new cohort is accepted each fall semester.

Applications are available from the CVT faculty and will be accepted until Friday before Spring Break of the preceding year. If a student has been removed or has voluntarily withdrawn from the CVT program for any reason, that student may be allowed to re-apply once within a two year period beginning the date of having been removed or voluntarily withdrawing from the program. Re-application does not in any way guarantee re-admission.

Special Admissions Requirements: Persons interested in enrolling in the Cardiovascular Technology Program must apply through the program director and will be notified by him regarding acceptance. **Admission to the college does not guarantee admission to the program.** Because of limited enrollment, if the number of applicants exceeds the capacity, students will be selected on a competitive basis by an admissions committee.

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