

TWO YEAR ROTATION FORM

Department: Office Technology				
Semester - Year	Day Course(s)	Evening Course(s)	Online Course(s)	ARRG
Fall Semester 2016	Records Management and Database Concepts (Hybrid)	Formatting	Transcription Skills	
		College Keyboarding	Medical Coding ICD	
		Records Management and Database Concepts (Hybrid)	Office Procedures	
		Business Accounting	Medical Terminology	
			Word Processing and Concepts Application	
Spring Semester 2017	Business Math (late afternoon/evening)	Business Office Applications (Hybrid)	Formatting	Office Training I (1 hr)
	Business Office Applications (Hybrid)	Legal Office Applications (Hybrid)	Medical Terminology	Office Training I (3 hr)
	Legal Office Applications (Hybrid)	Medical Office Applications (Hybrid)	Advanced Medical Terminology	Office Training II (3 hr)
	Medical Office Applications (Hybrid)			
Fall Semester 2017	Formatting		Medical Coding ICD	
	College Keyboarding		Office Procedures	
	Records Management and Database Concepts (Hybrid)		Medical Terminology	
	Business Accounting	Records Management and Database Concepts (Hybrid)	Word Processing and Concepts Application	
			Business English	
Spring Semester 2018	Business Math	Office Applications - Admin Assistant (Hybrid)	Medical Transcription	
	Office Applications - Admin Assistant (Hybrid)	Office Applications – Legal (Hybrid)	Medical Coding CPT (if demand)	Office Training I (1 hr)
	Office Applications – Legal (Hybrid)	Office Application – Medical (Hybrid)	Medical Terminology	Office Training I (3 hr)
	Office Application – Medical (Hybrid)		Advanced Medical Terminology	Office Training II (3 hr)
			Medical Transcription	