2013-2014
TUNXIS COMMUNITY COLLEGE - ASSOCIATE DEGREE PROGRAM GUIDE
BUSINESS OFFICE TECHNOLOGY: MEDICAL OPTION (J11JA79)

STUDENT _____ **BANNER ID#** @_____

COURSE #	COURSE TITLE	COURSE TITLE - SUBS. ELECTIVES/TRANS. CREDIT	S.H.	SEM.	GRADE	QUALITY POINTS
FIRST SEMESTER:						
BIO*115	Human Biology (a)		4			
BOT*137	Word Processing Applications (a)*		3			
BOT*180	Medical Terminology (a)		3			
ENG*101	Composition (a)		3			
	Fine Arts Elective *(from ART*, COM*154, DGA *, GRA*, MUS*, NMC* , THR*)*		3			
SECOND SEMESTER:						
BOT*181	Medical Coding I (a)		3			
BOT*215	Word Processing Applications II (a)		3			
BOT*251	Administrative Procedures		3			
BOT*280	Medical Transcription & Document Production (a)		3			
	Mathematics Elective (a) *(from MAT* 135 and above)*		3-4			
THIRD SEMESTER:						
BOT*182	Medical Coding II (a)		3			
BOT*210	Computerized Office Applications (a)		3			
BOT*288	Medical Practice Mgmt. Software Apps. (a)		3			
ENG*106	Writing for Business (a)		3			
	Social Science Elective *(from ANT*, ECN*, GEO*, POL*, PSY*, SOC*)*		3			
FOURTH SEMESTER:						
BOT*219	Integrated Office (a)		3			
BOT*260	Administrative Management (a)		3			
BOT*291	Electronic Health Records (a)		3			
BOT*295	Administrative Practicum (a)		3			
Select one of the following courses:						
COM*172 COM*173 ENG*293	Interpersonal Communication (a) **OR** Public Speaking (a) **OR** Survey of Literary Genres (a)		3			
OFFICE	**Total Program SH**		**61-62**			
USE	**Total Program SH & Quality Points Earned**					
ONLY	**Total Program Grade Point Average**					

OVER

(a) Prerequisite and/or corequisite required.

*Note: If a student presents evidence of satisfactory completion of two years of high school study or its equivalent, or achieves a passing

grade on the college administered Course Credit Exam, the student may choose to substitute an elective. This requires faculty consent.

Upon completion of 45 credits, this Guide must be signed below and filed with the Records Office.
Failure to do so may result in a delay in your graduation.

STUDENT SIGNATURE: _____ **DATE:** _____

ADVISOR SIGNATURE: _____ **DATE:** _____

The following quality point averages must be earned by students for academic good standing:

1.50 GPA up to 11 Semester Hours
1.70 GPA completion of 12-30 Semester Hours
2.00 GPA completion of 31-60+ Semester Hours

Students with averages less than those cited may have their achievements reviewed by their advisor. Such a review may result in a modified program or other formal action.

GRADUATION REQUIREMENTS - DEGREE AND CERTIFICATE STUDENTS

In order to qualify for graduation, a student must be accepted in a degree or certificate program and have:

a. achieved a quality point average of 2.0 or more in the courses required for his/her program.
b. Achieved a minimum grade of C- in Composition for all degree programs and where indicated for certificates.
c. Filed with the Records Office, by March 1st, a completed application for graduation .
d. Filed with the Records Office a Program Guide signed by both the student and their advisor.
e. Fulfilled all financial obligations to the College.
f. Completed at least 25% of the minimum credit requirements for the degree or certificate at Tunxis Community College.

Graduation Honors: Graduation Honors will be awarded during the presentation of graduates. Honors are based on program grade point average. Honors criteria are listed as follows:

AA/AS Degree - 30 credits at Tunxis
3.90 – 4.00 = Highest Honors
3.70 – 3.89 = High Honors
3.40 – 3.69 = Honors

Certificate - 15 credits at Tunxis
3.50 = With Distinction

Note: Credits earned in developmental courses do not satisfy degree or certificate requirements.

THE FINAL AND ONLY OFFICIAL EVALUATION WILL BE COMPLETED BY THE REGISTRAR SUBSEQUENT TO THE ADVISOR'S SIGNATURE.