

**Career Cluster:** Business,  
Management & Administration  
**Pathway:** Business  
Administration  
**Program:** Business Office  
Administration-Medical

### Student Support Services:

- Dual Enrollment\*\*\*
- 504 and Special Education Support Services\*
- Homeless Liaison\*
- Food Pantry\*
- Credit Transfer Agreements\*\*\*
- Students with Disabilities Support Services\*\*\*
- Campus Counselor/Personal Crisis Intervention\*
- Federal Financial Aid Counselors
- Learning Commons, Library, Tutoring Center\*\*\*
- Early Alert System\*\*
- Career and Technical Student Organizations\*\*
- Career Guidance and Academic Counseling (and Job Placement)\*\*\*















\*High School Support Service

\*\*College Support Service

\*\*\*High School and College Support Service

() Perkins Non -Funded Course

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	(040400)	Business Computer Applications
	(040401)	Intro Business Computer App
		Adult Ed, High School Graduate, Secondary,
	ORNT 1000	Freshman Seminar
	CSRV 1000	Customer Service
	BUSM 1050	Business Math
	ISYS 1440	Word Processing
	BUSI 1030	Introduction to Business
	BUSO 1100	Records & Information Management
	BOTH 1300	Medical Office Terminology
	BOTH 1120	General Body Structure
	BOTH 1210	Adm. Procedures for Medical Offices
	ACCT 1100	Principles of Acct, Part I
	BUSE 1045	Business Communications
	BOTH 2110	Medical Office Transcription
	BOTH 1230	Insurance Billing
	BOTH 1240	ICD Coding
	BOTH 1250	CPT/HCPSC Coding
	JOBS 2450	Job Seeking Skills
	 TD- BOT Medical	
	ENGL 1010	English Composition I Math Elective Behavioral/Social Science Elective Natural Science Elective Humanities elective
	 AAS- BOA Medical	
	<b>BACHELORS DEGREE</b>	
	Bachelor of Business Administration Bachelor of Business Management Bachelor of Science, Business	

### Occupational Outlook:

\*Louisiana Workforce Commission –2026

4 Star Occupation Example:

Average Wage:  
\$ 30,782 – 41,820



CTS-Customer Service Specialist



CTS-Medial Records/Billing Specialist BOTH  
1300, 1120, 1230, 1240, 1250, 1210, 2110, CPTR  
1320, BUSO 1100



CTS- Medical Office Specialist



CTC-Customer Service Rep CPTR  
1002 or BUSE 1030 and CSRV 1000



CPTR 1002 or BUSI 1030- IBC-IC3  
CSRV 1000- National Retail Foundation Certification



E X P E R I E N C E



Entrance



Exit



Industry  
Credential