

# Office Technology

The Office Technology Department offers Associate of Applied Science degrees and certificates. The programs provide opportunities to upgrade present knowledge and skills or to retrain to work with technology available in the modern workplace.

## Associate of Applied Science - Office Information Specialist (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
ACNT 1303 ITSC 1305 ITSC 1309 POFT 1321 POFT 1329	ENGL 1301 ITSC 2321 MATH 1332 POFT 1319 POFT 2301
Third Semester - 15 SCH	Fourth Semester - 15 SCH
BUSG 1301 BUSI 2301 BUSG 1304 ITSW 1304 POFT 2312	ITSW 1310 ECON 2302 MUSI 1306 SPCH 1321 POFT 1365

### CERTIFICATE IN MEDICAL OFFICE MANAGEMENT AND BILLING (36 Semester Credit Hours)

#### First Semester (12 SCH)

COSC 1301 ..... Introduction to Computing  
HITT 1305 ..... Medical Terminology I  
HPRS 2300 ..... Pharmacology for Health Professions  
MDCA 1309 ..... Anatomy and Physiology for Medical Assistants

#### Second Semester (12 SCH)

HITT 2340 ..... Advanced Medical Billing and Reimbursement  
MDCA 1343 ..... Medical Insurance  
POFM 1300 ..... Basic Medical Coding  
POFM 1302 ..... Medical Software Applications

#### Third Semester (12 SCH)

HITT 2335 ..... Coding and Reimbursement Methodologies  
ITSW 1304 ..... Introduction to Spreadsheets  
POFT 1364 ..... Practicum (or Field Experience)- Administrative Assistant  
and Secretarial Science, General  
POFT 2312 ..... Business Correspondence & Communication

### CERTIFICATE IN OFFICE/COMPUTER APPLICATIONS (30 Semester Credit Hours)

**First Semester (15 SCH)**

ACNT 1303.....	Introduction to Accounting I
ITSC 1305.....	Introduction to PC Operating Systems
ITSC 1309.....	Integrated Software Applications I
POFT 1321.....	Business Math
POFT 1329.....	Beginning Keyboarding

**Second Semester (15 SCH)**

ITSW 1310.....	Introduction to Presentation Graphics Software
ITSC 2321.....	Integrated Software Applications II
POFT 1319.....	Records and Information Management I
POFT 1365.....	Practicum (or Field Experience)- Administrative Assistant and Secretarial Science, General
POFT 2301.....	Intermediate Keyboarding

# Physics

**Associate of Science in Physics (60 Semester Credit Hours)**

Suggested Course of Study for University Transfer Students

First Semester - 17 SCH	Second Semester - 16 SCH
ENGL 1301 MATH 2413 HIST 1301 CHEM 1411 EDUC/PSYC 1300	ENGL 1302 MUSI 1306 HIST 1302 MATH 2414 COSC 1336
Third Semester - 14 SCH	Fourth Semester - 13 SCH
MATH 2415 ECON 2301 GOVT 2305 PHYS 2425	MATH 2320 HIST 2321 GOVT 2306 PHYS 2426