<table>
<thead>
<tr>
<th>Second Semester - 17 SCH (Spring)</th>
<th>Third Semester - 13 SCH (Summer Long)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2420</td>
<td>MUSI 1306</td>
</tr>
<tr>
<td>RNSG 2514</td>
<td>RNSG 2535</td>
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<tr>
<td>RNSG 2560</td>
<td>RNSG 2561</td>
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<tr>
<td>SOCI 1301</td>
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</table>

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)

<table>
<thead>
<tr>
<th>First Semester - 15 SCH</th>
<th>Second Semester - 15 SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNT 1301</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td>ITSC 1305</td>
<td>ITSC 2321</td>
</tr>
<tr>
<td>ITSC 1309</td>
<td>MATH 1332</td>
</tr>
<tr>
<td>POFT 1321</td>
<td>POFT 1319</td>
</tr>
<tr>
<td>POFT 1329</td>
<td>POFT 2301</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester - 15 SCH</th>
<th>Fourth Semester - 15 SCH</th>
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</thead>
<tbody>
<tr>
<td>BUSG 1301</td>
<td>BUSI 2301</td>
</tr>
<tr>
<td>BUSG 1304</td>
<td>ECON 2302</td>
</tr>
<tr>
<td>ITSW 1304</td>
<td>MUSI 1306</td>
</tr>
<tr>
<td>ITSW 1310</td>
<td>POFT 1365</td>
</tr>
<tr>
<td>POFT 2312</td>
<td>SPCH 1321</td>
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</tbody>
</table>

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

First Semester (12 SCH)

<table>
<thead>
<tr>
<th>COSC 1301</th>
<th>Introduction to Computing</th>
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</thead>
<tbody>
<tr>
<td>HITT 1305</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>HPRS 2300</td>
<td>Pharmacology for Health Professions</td>
</tr>
<tr>
<td>MDCA 1309</td>
<td>Anatomy and Physiology for Medical Assistants</td>
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</table>

Second Semester (12 SCH)

<table>
<thead>
<tr>
<th>HITT 2340</th>
<th>Advanced Medical Billing and Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCA 1343</td>
<td>Medical Insurance</td>
</tr>
<tr>
<td>POFM 1300</td>
<td>Basic Medical Coding</td>
</tr>
<tr>
<td>POFM 1302</td>
<td>Medical Software Applications</td>
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</tbody>
</table>
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

<table>
<thead>
<tr>
<th>First Semester - 16 SCH</th>
<th>Second Semester - 16 SCH</th>
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</thead>
<tbody>
<tr>
<td>CHEM 1411</td>
<td>CHEM 1412</td>
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<tr>
<td>EDUC/PSYC 1300</td>
<td>COSC 1301</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>ENGL 1302</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>HIST 1302</td>
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<tr>
<td>MATH 2312</td>
<td>MUSI 1306</td>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ECON 2301</td>
<td>HIST 2311</td>
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<tr>
<td>GOVT 2305</td>
<td>GOVT 2306</td>
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<tr>
<td>MATH 2413</td>
<td>MATH 2414</td>
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<tr>
<td>PHYS 2425</td>
<td>PHYS 2426</td>
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