

Office Technology

The Office Technology Department offers Associate of Applied Science degrees and certificates and is an authorized testing site for Microsoft Office Specialist certification exams, such as Microsoft Word, Excel, Access and PowerPoint. Additionally, the programs provide opportunities to upgrade present knowledge and skills or to retrain to work with technology available in the modern workplace.

AAS - Office Information Specialist - Legal (63-65 Credit Hours)

First Semester	Second Semester
POFT 1329* or POFT 2301 ITSC 1421 POFT 1331 ENGL 1301 POFL 1305 Elective**	POFT 2301 or POFT 2333 ITSC 1409*** POFT 2312*** MATH 1314 Elective**
Third Semester	Fourth Semester
POFT 2333 POFL 1303 POFT 1364*** Visual/Fine Arts (3 Credit Hours) ITSW 1307	ACNT 1411 POFL 2301 SPCH 1321 GOVT 2306

* POFT 1329 may be waived if the student has completed one unit of high school typewriting.

** Choose from the following electives: ITNW 1337, ACNT 1403, IMED 1316, ITSW 1404, BUSG 1304.

*** Eligible for Tech Prep credit.

AAS - Office Information Specialist - Non-Legal (61-62 Credit Hours)

First Semester	Second Semester
POFT 1329* ¹ or POFT 2301 ITSC 1421 POFT 1331 ENGL 1301 Elective**	POFT 2301 or POFT 2333 ITSC 1409 ¹ POFT 2312 ¹ MATH 1314 Elective**

Third Semester	Fourth Semester
POFT 2333 POFT 1309 ¹ ACNT 1411 Visual/Fine Arts (3 Credit Hours) ITSW 1307	ITSW 1404 POFT 1364 ¹ SPCH 1321 GOVT 2306

* POFT 1329 may be waived if the student has completed one unit of high school typewriting.

** Choose from the following electives: ITNW 1337, IMED 1316, ACNT 1403, BUSG 1304.

¹ Eligible for Tech Prep credit.

CERTIFICATE IN ADVANCED OFFICE APPLICATIONS

(17 Credit Hours)

First Semester

ITSW 1404	Introduction to Spreadsheets
ITSW 1307	Introduction to Database
IMED 1316	Web Page Design I
or ITNW 1337.....	Introduction to the Internet
ACNT 1411	Introduction to Computerized Accounting
or ACNT 1403.....	Introduction to Accounting I
POFT 1364.....	Practicum
or BUSG 1304	Personal Finance

CERTIFICATE IN MEDICAL TRANSCRIPTION/MEDICAL BILLING

(39 Credit Hours)

First Semester

HITT 1305	Medical Terminology***
ITSC 1409	Integrated Software Applications
POFT 1321	Business Math
POFT 1331	Office Equipment

Second Semester

MRMT 1307	Medical Transcription I*
POFM 1300.....	Medical Coding
POFT 1309.....	Office Procedures I
MDCA 1343.....	Medical Insurance Intermediate

Third Semester

MRMT 2333	Medical Transcription II**
or HITT 2340.....	Advanced Medical Billing & Reimbursement
POFT 2312.....	Business Correspondence and Communication
BIOL 2401.....	Human Anatomy and Physiology
ACNT 1411	Introduction to Computerized Accounting

* Prerequisite: Typing skills of 40 WPM

** Prerequisite: Typing skills of 50 WPM

*** Eligible for Tech Prep credit

CERTIFICATE IN OFFICE ACCOUNTING (42 Credit Hours)

First Semester

ITSC 1421 PC Operating Systems - Windows
 ITSC 1409 Integrated Software Applications**
 POFT 1329..... Keyboarding and Document Formatting*
 or POFT 2301 Document Formatting and Skillbuilding
 POFT 1321..... Business Math

Second Semester

ACCT 2401 Principles of Accounting
 ACNT 1411 Intro to Computerized Accounting
 ITSW 1404 Intro to Spreadsheets
 POFT 2312..... Business Correspondence & Communication

Third Semester

ACNT 1403..... Intro to Accounting I
 ITSW 1307 Intro to Database
 POFT 1309..... Office Procedures**
 BUSG 1304..... Personal Finance

*POFT 1329 may be waived if student has completed one unit of high school typewriting.

** Eligible for Tech Prep credit.

**CERTIFICATE IN OFFICE/COMPUTER APPLICATIONS
 (30 Credit Hours)**

First Semester

ITSC 1421 PC Operating Systems – Windows**
 POFT 1321..... Business Math
 POFT 1331..... Office Equipment
 POFT 1329..... Keyboarding and Document Formatting*
 or POFT 2301 Document Formatting and Skillbuilding

Second Semester

ACNT 1411 Introduction to Computerized Accounting
 ITSC 1409 Integrated Software Applications
 POFT 1309..... Office Procedures I
 POFT 2312..... Business Correspondence and Communication**
 POFT 2301..... Document Formatting and Skillbuilding
 or POFT 2333 Advanced Document Formatting and Skillbuilding

*POFT 1329 may be waived if student has completed one unit of high school typewriting.

** Eligible for Tech Prep credit.

ACNT 1403 Introduction to Accounting I 4.3.3

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, book reconciliations, and payroll. Fee Charged.

- ACNT 1411 Intro to Computerized Accounting** 4.3.3
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package. Fee charged.
- BUSG 1304 Personal Finance** 3.3.0
A study of the financial problems which people ordinarily encounter in managing their family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning. The student will identify the concepts associated with the time value of money; identify the concepts associated with personal budgeting; and recognize the differences among various savings and investment programs and classes of securities. The student will identify the options for personal insurance; describe retirement and estate planning techniques; explain the benefits of owning versus renting real property; and discuss consumer protection legislation. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package. Fee charged.
- HITT 1305 Medical Terminology** 3.3.2
Instruction in the practical application of a medical vocabulary system. Topic include structure; recognition; analysis; definition; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms. Fee charged.
- HITT 2340 Advanced Medical Billing & Reimbursement** 3.3.0
Health insurance and reimbursement in various health care settings. Includes application of coding skills to prepare insurance forms for submission to third party payers. Demonstrate accurate coding of medical records using various coding systems; demonstrate proper preparation and execution of third party payor reimbursement forms using local, state, and federal guidelines; and demonstrate proper bookkeeping transactions on patient accounts.
- ITNW 1337 Introduction to the Internet** 3.3.2
Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Fee charged. Prerequisite: ITSC 1409
- MDCA 1343 Medical Insurance Intermediate** 3.3.0
Emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics. Fee charged. Prerequisite: HITT 1305.

- MRMT 1307 Medical Transcription I** 3.3.2
Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. Fee charged. Prerequisites: HITT 1305 and typing skills of 40 wpm.
- MRMT 2333 Medical Transcription II** 3.2.2
Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. Fee charged. Prerequisites: HITT 1305 and MRMT 1307 and typing skills of 50 wpm.
- POFL 1303 Legal Office Procedures** 3.3.2
Study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. Fee charged. Prerequisites: POFT 1329 and POFL 1305.
- POFL 1305 Legal Terminology** 3.3.2
An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions. Fee charged. Prerequisite: POFT 1329.
- POFL 2301 Legal Document Processing** 3.3.2
Skill development in the production of legal documents used in the legal and court systems. Fee charged. Prerequisite: POFL 1305.
- POFM 1300 Medical Coding** 3.3.0
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Fee charged. Prerequisite: HITT 1305.
- POFT 1127 Introduction to Keyboarding** 1.0.2
Skill development in keyboarding with emphasis on alphabet, number and symbol keys by touch.
- POFT 1309 Office Procedures I** 3.3.2
Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office. Fee charged. Prerequisites: POFT 1329 and ITSW 1301.
- POFT 1321 Business Math** 3.3.0
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

