

needs of the client. On-site clinical instruction, supervision, and evaluation, will provide education, training, work-based experience and direct patient care. Specific detailed clinical and skill objectives have been developed for this course by the faculty. This course must be taken as a co-requisite to VNSG 1410, VNSG 1230 and VNSG 1263. VNSG 2560, VNSG 1410, VNSG 1230 and VNSG 1263 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisite: VNSG 1410, VNSG 1230 and VNSG 1263.

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 (65 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 POFT 1329*** or POFT 2301 ITSC 1405 BMGT 1441 ENGL 1301 POFL 1305 Elective**	POFT 2301 or BUSG 1304 ITSC 1409*** POFT 2312*** MATH 1314 Elective**
Third Semester	Fourth Semester
BUSG 1304 POFL 1303 POFT 1364*** Visual/Fine Arts (3 Credit Hours) ITSC 2321	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 (62-63 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 POFT 1329* ¹ or POFT 2301 ITSC 1405 BUSG 1301 ENGL 1301 Elective**	POFT 2301 ITSC 1409 ¹ POFT 2312 ¹ MATH 1314 Elective**
Third Semester	Fourth Semester
BUSG 1304 BMGT 1441 ACNT 1411 Visual/Fine Arts (3 Credit Hours) ITSC 2321	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

(18 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
ITSW 1404	Introduction to Spreadsheets
ITSC 2321	Integration of Software Applications II
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

CERTIFICATE IN MEDICAL TRANSCRIPTION/MEDICAL BILLING

(41 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
HITT 1305	Medical Terminology***
ITSC 1409	Integrated Software Applications
POFT 1321.....	Business Math
POFT 1364.....	Practicum

Second Semester

MRMT 1307	Medical Transcription I*
POFM 1300.....	Medical Coding
BMGT 1441	Business Ethics
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**

PSYC 1100 or EDUC 1100	Learning Frameworks
ITSC 1405	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 2301	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
ITSC 2321	Integration of Software Applications II
BUSG 1301.....	Intro to Business
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**(32 Credit Hours)****First Semester**

PSYC 1100 or EDUC 1100	Learning Frameworks
ITSC 1405	PC Operating Systems – Windows**
POFT 1321.....	Business Math
POFT 1364.....	Practicum
or BUSG 1301	Intro to Business
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
BMGT 1441	Business Ethics
POFT 2312.....	Business Correspondence and Communication**
POFT 2301.....	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** 4.2.4
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.
- BMGT 1441 Business Ethics** 4.3.1
Topics address ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. A review of ethical responsibilities and relationships between organizational departments, divisions, executive management and the public.
- BUSG 1301 Introduction to Business** 3.3.0
Fundamental business principles including structure, functions, resources and operational processes. The student will describe the scope of business enterprise in the nation and the world today, identify major business functions of accounting, management, marketing and economics; describe the relationships of social responsibility, ethics and law in business; and define and apply business terminology.
- 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.
- HITT 1305 Medical Terminology** 3.2.3
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** 3.2.3
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. Fee charged.

- ITNW 1337 Introduction to the Internet** 3.2.3
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** 3.2.4
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. Prerequisite: HITT 1305.
- MRMT 1307 Medical Transcription I** 3.2.3
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** 3.2.3
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** 3.2.3
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** 3.2.3
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** 3.2.3
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. 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 1321 Business Math** 3.3.1
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.
- POFT 1329 Keyboarding and Document Formatting** 3.2.4
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
- POFT 1364 Practicum** 3.0.21
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Three credit hours.
- POFT 2301 Document Formatting and Skillbuilding** 3.2.4
A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Fee charged. Prerequisite: POFT 1329 or equivalent.
- POFT 2312 Business Correspondence & Communication** 3.2.3
Development of writing skills to produce effective business documents.

Physics

Suggested Course of Study for University Transfer Students (63-66 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100 ENGL 1301 ENGL 1302 HIST 1301 HIST 1302 Lab Science (8 Credit Hours) (MATH 1314)* (MATH 1316)* MATH 2413 MATH 2414 PHED 1134 PHED Activity (1 Credit Hour) Social/Behavioral Science (3 Credit Hours) SPCH 1315 or 1321	GOVT 2305 GOVT 2306 Humanities (3 Credit Hours) MATH 2320 MATH 2415 PHYS 2425 PHYS 2426 Visual/Fine Arts (3 Credit Hours)

*Students with two years of high school algebra and trigonometry may start with MATH 2413. **Note:** completion of the Suggested Course of Study may require an additional term(s). These classes should be completed in additional terms: COSC 1401, ENGR 2301 & 2302.