

COURSES

BUSINESS OFFICE SYSTEMS AND SUPPORT (BOSS)

HITT 1305 MEDICAL TERMINOLOGY

2 lec/3 lab (3 Cr.) Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

HITT 2346 ADVANCED MEDICAL CODING

2 lec/3 lab (3 Cr.) Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. Prerequisite: POFM 1300.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

HPRS 1102 WELLNESS & HEALTH PROMOTION

1 lec (1 Cr.) An overview of wellness theory and its application throughout the lifespan. Focus is on attitude, development, impact of cultural beliefs, and communication of wellness. Through this study the student will define wellness and health promotion, explain personal, social, cultural, nutritional, and environmental components of wellness, correlate concepts of wellness and healthy lifestyle, and develop health promotion strategies.

Credits

1

HPRS 2232 HEALTH CARE COMMUNICATIONS

2 lec (2 Cr.) Study of methods of communication with clients, client support groups, health care professionals, and external agencies.

Credits

2

Distribution

HPRS

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

HPRS 2301 PATHOPHYSIOLOGY

3 lec (3 Cr.) Study of the pathology and general health management of disease and injuries across the lifespan. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Note: MCDA 1302 will not substitute for this course.

Credits

3

Course Fee

Internet course fee (if applicable): \$43

HPRS 2321 MEDICAL LAW & ETHICS FOR HEALTH PROFESSIONALS

3 lec (3 Cr.) Principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Includes current ethical issues related to the various health care professions and patient confidentiality.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43

MDCA 1064 FIELD EXPERIENCE - MEDICAL/CLINICAL ASST

Practical, general workplace training supported by an individualized learning plan developed by the employee, college, and student.

Credits

112

Course Fee

Internet course fee (if applicable): \$43

MDCA 1302 HUMAN DISEASE/PATHOPHYSIOLOGY

2 lec/2 lab (3 Cr.) A study of anatomy and physiology with emphasis on human pathophysiology including etiology, prognosis, medical treatment, signs, and symptoms of common diseases of all body systems. Note: HPRS 2301 will not substitute for this course.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43

POFI 1301 COMPUTER APPLICATIONS I

2 lec/3 lab (3 Cr.) Overview of computer applications (the Windows operating system, Microsoft Word, and Microsoft Excel) including current terminology and technology. Introduction to computer hardware, software, applications, and procedures. Prerequisite or Corequisite: POFT 1127 or POFT 1329

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFI 1341 COMPUTER APP II

2 lec/3 lab (3 Cr.) Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software, applications (Microsoft PowerPoint and Microsoft Access), and procedures. Prerequisite: POFI 1301.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFI 2401 WORD PROCESSING

3 lec/3 lab (4 Cr.) Word processing software focusing on business applications. Prerequisite: POFT 1329, POFI 1301, or COSC 1301.

Credits

4

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFI 2431 DESKTOP PUBLISHING

3 lec/3 lab (4 Cr.) In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: POFI 2401 or equivalent.

Credits

4

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFM 1300 MEDICAL CODING BASICS

2 lec/3 lab (3 Cr.) Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305, MDCA 1302, basic keyboarding and computer skills.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43

POFM 1302 MEDICAL SOFTWARE APPLICATIONS

2 lec/4 lab (3 Cr.) Medical software applications for the management and operation of health care information systems.

Credits

3

Distribution

POFM

Course Fee

Internet course fee (if applicable): \$43

POFM 1317 MEDICAL ADMINISTRATIVE SUPPORT

2 lec/3 lab (3 Cr.) Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third-party reimbursement. Prerequisite: HITT 1305 or equivalent.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43

POFM 1427 MEDICAL INSURANCE

3 lec/3 lab (4 Cr.) Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal ethical issues. Prerequisite: HITT 1305 or permission to enroll with department chair approval.

Credits

4

Distribution

POFM

Course Fee

Internet course fee (if applicable): \$43

POFT 1127 INTRO TO KEYBOARDING

1 lec/2 lab (1 Cr.) Skills development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

Credits

1

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFT 1301 BUSINESS ENGLISH

2 lec/3 lab (3 Cr.) Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I

2 lec/2 lab (3 Cr.) Study of current office procedures, duties, and responsibilities applicable to an office environment.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFT 1313 PROFESSIONAL WORKFORCE PREPARATION

3 lec (3 Cr.) Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFT 1319 RECORDS AND INFORMATION MANAGEMENT I

2 lec/2 lab (3 Cr.) Introduction to basic records information management filing systems including manual and electronic filing.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFT 1325 BUSINESS MATH USING TECHNOLOGY

2 lec/3 lab (3 Cr.) Business math problem-solving skills using office technology.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFT 1329 BEGINNING KEYBOARDING

2 lec/3 lab (3 Cr.) Skills development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATIONS

2 lec/3 lab (3 Cr.) Development of writing and presentation skills to help produce effective business communications.

Prerequisite: POFT 1301.

Credits

3

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24

POFT 2431 ADMINISTRATIVE PROJECT SOLUTIONS

3 lec/3 lab (4 Cr.) Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Credits

4

Distribution

BUSI

Course Fee

Internet course fee (if applicable): \$43, Lab fee: \$24