

COURSE DESCRIPTIONS

BUSINESS INFORMATION TECHNOLOGY

HITT 1305 MEDICAL TERMINOLOGY

Format: 2 lecture / 3 lab (3 credit hours)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Credits: 3

Distribution: HITT

Course Fee: Internet course fee (if applicable) = \$43

HITT 2346 ADVANCED MEDICAL CODING

Format: 2 lecture / 3 lab (3 credit hours)

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: HITT

Course Fee: Internet course fee (if applicable) = \$43

HPRS 1102 WELLNESS & HEALTH PROMOTION

Format: 1 lecture (1 credit hour)

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

Distribution: HPRS

Course Fee: Internet course fee (if applicable) = \$43

HPRS 2232 HEALTH CARE COMMUNICATIONS

Format: 2 lecture (2 credit hours)

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

HPRS 2301 PATHOPHYSIOLOGY

Format: 3 lecture (3 credit hours)

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

Distribution: HPRS

Course Fee: Internet course fee (if applicable) = \$43

HPRS 2321 MEDICAL LAW & ETHICS FOR HEALTH PROFESSIONALS

Format: 3 lecture (3 credit hours)

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: HPRS

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

Distribution: MDCA

Course Fee: Internet course fee (if applicable) = \$43

MDCA 1302 HUMAN DISEASE/PATHOPHYSIOLOGY

Format: 2 lecture / 2 lab (3 credit hours)

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: MDCA

Course Fee: Internet course fee (if applicable) = \$43

POFI 1301 COMPUTER APPLICATIONS I

Format: 2 lecture / 3 lab (3 credit hours)

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: POFI

Course Fee: Internet course fee (if applicable) = \$43

POFI 1341 COMPUTER APP II

Format: 2 lecture / 3 lab (3 credit hours)

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: POFI

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFI 2401 WORD PROCESSING

Format: 3 lecture / 3 lab (4 credit hours)

Word processing software focusing on business applications.

Prerequisite: POFT 1329, POFI 1301, or COSC 1301.

Credits: 4

Distribution: POFI

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFI 2431 DESKTOP PUBLISHING

Format: 3 lecture / 3 lab (4 credit hours)

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: POFI

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFM 1300 MEDICAL CODING BASICS

Format: 2 lecture / 3 lab (3 credit hours)

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: 4

Distribution: POFM

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFM 1302 MEDICAL SOFTWARE APPLICATIONS

Format: 2 lecture / 4 lab (3 credit hours)

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; Lab fee = \$24

POFM 1317 MEDICAL ADMINISTRATIVE SUPPORT

Format: 2 lecture / 3 lab (3 credit hours)

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: POFM

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFM 1427 MEDICAL INSURANCE

Format: 3 lecture / 3 lab (4 credit hours)

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; Lab fee = \$24

POFT 1127 INTRO TO KEYBOARDING

Format: 1 lecture / 2 lab (1 credit hour)

Skills development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

Credits: 1

Distribution: POFT

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFT 1301 BUSINESS ENGLISH

Format: 2 lecture / 3 lab (3 credit hours)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Credits: 3

Distribution: POFT

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I

Format: 2 lecture / 2 lab (3 credit hours)

Study of current office procedures, duties, and responsibilities applicable to an office environment.

Credits: 3

Distribution: POFT

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFT 1313 PROFESSIONAL WORKFORCE PREPARATION

Format: 3 lecture (3 credit hours)

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

Credits: 3

Distribution: POFT

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFT 1319 RECORDS AND INFORMATION MANAGEMENT I

Format: 2 lecture / 2 lab (3 credit hours)

Introduction to basic records information management filing systems including manual and electronic filing.

Credits: 3

Distribution: POFT

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFT 1325 BUSINESS MATH USING TECHNOLOGY

Format: 2 lecture / 3 lab (3 credit hours)

Business math problem-solving skills using office technology.

Credits: 3

Distribution: POFT

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFT 1329 BEGINNING KEYBOARDING

Format: 2 lecture / 3 lab (3 credit hours)

Skills development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Credits: 3

Distribution: POFT

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATIONS

Format: 2 lecture / 3 lab (3 credit hours)

Development of writing and presentation skills to help produce effective business communications.

Prerequisite: POFT 1301

Credits: 3

Distribution: POFT

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

POFT 2431 ADMINISTRATIVE PROJECT SOLUTIONS

Format: 3 lecture / 3 lab (4 credit hours)

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Credits: 4

Distribution: POFT

Course Fee: Internet course fee (if applicable) = \$43; Lab fee = \$24

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