

Technical Experience Assessment 2007

Department	Course	Course Name
Health Care Office Management		
2530	241	Health Information Management
2530	242	Medical Office Administration
2530	243	Medical Coding II (Procedural)
2530	244	Medical Insurance Billing
2530	255	Health Care Office Management and Medicolegal Issues
2530	284	Medical Office Techniques
2530	290	Health Care Office Finance
2740	120	Medical Terminology
2740	121	Study of Disease Processes
2740	230	Basic Pharmacology
Office Technology		
2540	119	Business English
2540	121	Introduction to Office Procedures
2540	123	Microsoft Outlook
2540	136	Speech Recognition Technology
2540	138	Project Management
2540	143	Microsoft Word, Beginning
2540	144	Microsoft Word, Advanced
2540	241	Information Management
2540	243	Internship
2540	253	Advanced Word Processing
2540	271	Desktop Publishing
2540	273	Microsoft PowerPoint
2540	279	Legal Office Procedures
2540	289	Career Development for Business Professionals
2540	290	ST: Keyboarding for Skill Development
Computer Applications Courses		
2440	105	Introduction to Computers and Applications Software
2440	121	Introduction to Logic/Programming
2440	125	Spreadsheet Software
2440	140	Internet Tools
2440	145	Operating Systems
2440	160	Java Programming
2440	170	Visual Basic
2440	245	Introduction to Databases for Micros
Business Management Technology - General Business Option		
2040	240	Human Relations
2420	104	Introduction to Business in the Global Environment
2420	170	Applied Mathematics for Business
2520	101	Essentials of Marketing Technology
2420	103	Essentials of Management Technology
2420	211	Basic Accounting I
2420	243	Survey in Finance
2420	202	Elements of Human Resource Management
2420	218	Automated Bookkeeping

Business Management Technology - Accounting Option		
2420	104	Introduction to Business in the Global Environment
2420	170	Applied Mathematics for Business
2420	211	Basic Accounting I
2040	240	Human Relations
2420	218	Automated Bookkeeping
2420	103	Essentials of Management Technology
2420	243	Survey in Finance
2540	289	Career Development for Business Professionals