

Department	Course	Course Name	Description
2530	241	Health Information Management	This course provides a general understanding of health information management including the effective collection, analysis, and dissemination of quality data to support individual, organization, and social decisions related to disease prevention and patient care.
2530	242	Medical Office Administration	This course focuses on the health care workplace and emphasizes tools (including a computer-simulated office management program) to perform all front office responsibilities.
2530	243	Medical Coding II (Procedural)	This course will cover the statistical classification systems used to describe medical procedures in the health care field including Current Procedural Terminology (CPT), Health Care Procedure Coding System (HCPCS), and International Classification of Disease (ICD).
2530	244	Medical Insurance Billing	Third-party reimbursement and the completion of the standard health insurance claim form. Credit and collection policies and procedures related to the medical facility. Designed primarily to teach billing from an outpatient setting; however, basic hospital (inpatient) billing is also covered.
2530	255	Health Care Office Management & Medicolegal Issues	Includes management of medical personnel, practice enhancement, marketing, finance, facilities, purchasing, risk management, medical law and ethics, as well as aspects of managed care contract evaluation, negotiation, participation and compliance.
2530	284	Medical Office Techniques	This course will guide the student through a variety of clinical-related skills performed in the physician office. The materials are designed to assist the student in meeting the competencies developed by four national organizations.

2530	290	Health Care Office Finance	Helps students attain a level of understanding of the financial aspects of medical practice management. Basic accounting terminology, the revenue cycle, relative value units, budgeting, and financial management and reporting.
2740	120	Medical Terminology	The study of language used in medicine.
2740	121	Study of Disease Processes	The study of diseases of major body functions.
2740	230	Basic Pharmacology	An overview of drugs used in a medical setting.
2540	119	Business English	Fundamentals of English language with emphasis on grammatical correctness, acceptable usage, spelling and punctuation. Limited writing primarily involves choice of precise words and effective sentence structure with some attention to paragraph development.
2540	121	Introduction to Office Procedures	Introduction to concepts regarding role of office worker, human relations, communications, productivity, reference materials, technological advance in processing information and employment opportunities.
2540	123	Microsoft Outlook	An introduction to Microsoft Outlook software. Students will learn how to use Outlook for e-mail, contacts, calendaring, making appointments, and instant messaging.
2540	136	Speech Recognition Technology	Course will present the features of speech-recognition software to assist students to increase their productivity at computer tasks while improving their communication skills.
2540	138	Project Management	Introductory course that examines elements of projects and project management terminology. Also provides an understanding of Microsoft Project software for managing and evaluating projects.
2540	143	Microsoft Word, Beginning	Introduction to word processing software and personal computers as a tool for personal and business

			communications using Microsoft Word software.
2540	144	Microsoft Word, Advanced	Intermediate and advanced skills of Microsoft Word to include tables, importation of spreadsheets, outlines, advanced file management, macros, merges, labels and graphics.
2540	241	Information Management	Study of creation, classification, encoding, transmission, storage, retention, transfer and disposition of information. Computer filing procedures are taught using database management software.
2540	243	Internship	Work experience in an office environment integrated with instruction on information management systems. Sharing of knowledge gained during internship in on-campus seminars.
2540	253	Advanced Word Processing	To increase student's ability to do office-style production keyboarding with minimal supervision. Advanced word processing techniques are taught. Minimum requirement: 50 words a minute with a maximum of 5 errors for 5 minutes.
2540	271	Desktop Publishing	Desktop publishing software used to create printed materials such as newsletters, brochures, business forms, and resumes. Course addresses design/layout decision and editing for the office worker.
2540	273	Microsoft PowerPoint	Introduction to the basic principles of preparation, design, and organization necessary to produce exciting and effective PowerPoint presentations using Microsoft PowerPoint.
2540	279	Legal Office Procedures	Provides an understanding of various facets of the law, when and how to use documents, important legal procedures and typical office routine.
2540	289	Career Development for Business Professionals	Fundamentals of job search technique, professional image development and personal and interpersonal dynamics within the business environment.
2540	290	ST: Keyboarding for Skill Development	

2440	105	Introduction to Computers and Applications Software	Overview of basic computer concepts, electronic mail and Internet technologies. Introductory-level instruction and hands-on experience in word processing, spreadsheet, database, and presentation software.
2440	121	Introduction to Logic/Programming	Introduction to business problem-solving using computer-based solutions. Topics include structured design, documentation, and modularity. Includes a component of hands-on programming.
2440	125	Spreadsheet Software	Emphasizes mastery of spreadsheet applications using Excel.
2440	140	Internet Tools	Students will learn to create web pages using HTML and enhance their documents by including hyperlinks, tables, forms, frames and images in their HTML code.
2440	145	Operating Systems	Course explores vital functions that an operating system performs. Single user and multi-user operating systems are studied from a functional and hands-on approach.
2440	160	Java Programming	Introduction to the Java programming language. Programming techniques are demonstrated through the coding, testing, and debugging of Java applications and applets.
2440	170	Visual Basic	Course includes hands-on experience with Visual BASIC, design of Graphical User Interface (GUI) applications, event-driven programming, linking of Windows, and accessing relational databases.
2440	245	Introduction to Databases for Micros	Explains fundamental database concepts and provides hands-on experience using database software.
2040	240	Human Relations	Examination of principles and methods that aid in understanding the individual's response to society and the relationship between society and individuals.
2420	104	Introduction to Business in the Global Environment	Survey of business emphasizing the global nature of business and including entrepreneurship concepts, form,

			marketing, management, human resources, financial resources and production.
2420	170	Applied Mathematics for Business	Mathematics of business including retail pricing, simple and compound interest, discounts, mortgages, payroll, annuities, depreciation, inventory, insurance taxes, stocks and bond, and basic statistics.
2520	101	Essentials of Marketing Technology	Survey of marketing including its environment, buyer behavior, target market selection, product decision, distribution decisions, promotion decisions, pricing decisions, and marketing management.
2420	103	Essentials of Management Technology	Survey of management principles for business and other organizations. Emphasizes the basic management functions including planning, organizing, staffing, influencing, and control.
2420	211	Basic Accounting I	Accounting for sole proprietorships operating as service and merchandising concerns. Includes handling of cash, accounts receivable, inventories, plant/equipment, and payroll.
2420	243	Survey in Finance	Survey of field including instruments, procedures, practices and institutions. Emphasis on basic principles.
2420	202	Elements of Human Resource Management	Provides students with an overview of human resource management functions. Includes planning, EEO/AA, selection, development, legal environment, compensation, labor relations, appraisal systems, and career planning.
2420	218	Automated Bookkeeping	Provides experience with accounting software packages to include the processing of general ledger, accounts receivable, accounts payable, and payroll transactions.