

Degree Description

This program prepares students for employment and advancement in secretarial positions in hospitals, physicians' offices, nursing homes, medical clinics and their health care installations. The emphasis is on medical terminology, medical document processing and medical transcription. The program also includes bookkeeping, business writing, word processing, medical software applications, database, office procedures, advanced document formatting, and electronic spreadsheet applications.

Semester I	Hours
POFT 1393 Special Topics: Introduction to Keyboarding ^{1,2} <i>or</i> POFT 2303 Speed and Accuracy Building	3 hours
POFT 1301 Business English	3 hours
HITT 1205 Medical Terminology I	2 hours
POFT 1309 Administrative Office Procedures I ⁴	3 hours
POFT 1321 Business Math	3 hours
HITT 1249 Pharmacology ⁴	2 hours
	16 hours

Semester II	Hours
ITSW 1301 Introduction to Word Processing ²	3 hours
ITSC 1309 Integrated Software Applications I	3 hours
POFT 2312 Business Correspondence & Communication ⁵	3 hours
POFM 1302 Medical Software Applications ⁶	3 hours
	12 hours

Semester III	Hours
POFI 2340 Advanced Word Processing ^{3,4}	3 hours
	3 hours

Total hours: 31 hours

- ¹ May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard at least 30 words per minute. Keyboarding test is required.
- ² May be eligible for articulation through the statewide ATC program. Please check with your high school counselor for more details.
- ³ This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.
- ⁴ Offered only in the fall semester.
- ⁵ Offered only in the spring semester.
- ⁶ 50 words per minute keyboarding goal

Course Descriptions

POFT 1393 Special Topics: Introduction to Keyboarding

Address topics recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lec)

POFT 2303 Speed and Accuracy Building

Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency. Prerequisite: POFT 1393. Semester Hours 3 (3 lec)

POFT 1301 Business English

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Students will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and teaches how to write effective sentences and paragraphs for business applications. Semester Hours 3 (3 lec)

HITT 1205 Medical Terminology I

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Semester Hours 2 (2 lec)

POFT 1309 Administrative Office Procedures I

Studies current office procedures, duties, and responsibilities applicable to an office environment including telephone skills, time management, travel and meeting arrangements, mail processing, human relations and interview skills are covered. Offered only in fall semester. Semester Hours 3 (3 lec)

POFT 1321 Business Math

Instructs the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Applies problem solving skills utilizing electronic calculators. Enables the student to use mathematical approaches in computing percents and their applications in business discounts, interest, taxes, payroll, markups, consumer and business credit investments, and other business applications. Semester Hours 3 (3 lec)

HITT 1249 Pharmacology

Presents an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Identifies the drugs associated with the treatment process and examines drug therapy, dosages, actions, and drugs administration routes. Emphasis on drug interactions with each body system, pharmaceutical medical terminology, and generic and trade names of drugs. Offered only in fall semester. Semester Hours 2 (2 lec)

ITSW 1301 Introduction to Word Processing

Presents an overview of the production of documents, tables, and graphics. Students will identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents. Presents pagination, merging and storage of documents. Prerequisite: POFT 1393 with a grade of C or better or a keyboarding skill of 30 words a minute using touch method. Semester Hours 3 (2 lec/2 lab)

ITSC 1309 Integrated Software Applications I

Introduces business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Semester Hours 3 (2 lec/2 lab)

POFT 2312 Business Correspondence & Communication

Presents the development of writing skills and presentation skills to produce effective business documents. Offered only in spring semester. Prerequisite: POFT 1301 with a grade of C or better. Semester Hours 3 (3 lec)

POFM 1302 Medical Software Applications

Presents medical software applications for the management and operation of health care information systems. End-of-course speed is 50 words per minutes with 5 or fewer errors on five 5-minute timed writings. Prerequisite: POFT 1393. Semester Hours 3 (2 lec/3 lab)

POFI 2340 Advanced Word Processing

Presents advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis is on business applications. Students will design and create macros, use advanced formatting features, import data, and use graphic and special functions to enhance documents. Emphasizes advanced printing techniques. Offered only in fall semester. Prerequisite: ITSW 1301 with a grade of C or better or consent of the program director. Semester Hours 3 (2 lec/2 lab)
