Certificate of Medical Office Technology

McLENNAN COMMUNITY COLLEGE

2023-2024

Degree Description

Marketable Skills: . Communication Skills- Apply basic rules of grammar; utilize terminology applicable to business writing, speaking, and presentations . Teamwork- Work as a team to complete group projects and reach goals by considering different points of view and working with others . Time Management- Develop skills needed to complete tasks and meet deadlines . Critical Thinking- Make decisions and apply ethical standards using creative thinking, innovation, inquiry, and analysis of information . Software Integration- Produce documents, spreadsheets, databases, and presentations using Microsoft Office software . Desktop Publishing- Use publishing software to create finished documents and forms . Records Management- Use database software to create and maintain electronic records as well as apply records management theories to hard copy records . Customer Service- Apply principles and processes of customer service, including assessing customer needs, quality standards, and customer satisfaction

Semester I	Hours
POFT 1393 Special Topics: Introduction to Keyboarding [1]	3 hours
POFT 1309 Administrative Office Procedures I	3 hours
BCIS 1305 Business Computer Applications	3 hours
POFT 1301 Business English [2] *OR* ENGL 1301 Composition I	3 hours
POFT 1321 Business Math	3 hours
	15 hours

Semester II	Hours
HITT 1205 Medical Terminology I	2 hours
ITSC 1309 Integrated Software Applications I	3 hours
POFT 1349 Administrative Office Procdures II	3 hours
HITT 1213 Coding & Insurance	2 hours
HITT 1301 Health Data Content & Structure *OR* HITT 1311 Health Information Systems	3 hours
	13 hours

Total hours: **28 hours**

[1] May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. A keyboarding test is required.

[2] May be eligible for articulation through the statewide ATC program. See your high school counselor.

Course Descriptions

POFT 1393 Special Topics: Introduction to Keyboarding

Topics address 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. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 3 (3 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. Semester Hours 3 (3 lec)

BCIS 1305 Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.) Semester Hours 3 (2 lec/2 lab)

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)

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis. Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses. Prerequisite: TSI complete in Writing or the equivalent. 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 1205 Medical Terminology I

Introduces the 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)

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 1349 Administrative Office Procdures II

Provides an in-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1309, Administrative Office Procedures I with a grade of C. Semester Hours 3 (3 lec)

HITT 1213 Coding & Insurance

Presents an overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services. Semester Hours 2 (1 lec/2 lab)

HITT 1301 Health Data Content & Structure

Introduces systems and processes for collecting, maintaining and disseminating primary and secondary health-related information, including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens. Prerequisites: Admission to the Health Information Technology program or approval of the program director. Semester Hours 3 (2 lec/2 lab)

HITT 1311 Health Information Systems

Introduces health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health. Semester Hours 3 (2 lec/3 lab)