
HITT 1301 - Health Data Content and Structure 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Introduction to 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.

HITT 1303 - Medical Terminology II 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

A continuation of the study of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Prerequisite: HITT 1305 or equivalent.

HITT 1305 - Medical Terminology I 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

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

HITT 1341 - Coding and Classification Systems 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

HITT 1349 - Pharmacology 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Prerequisite: HITT 1305 or MDCA 1309 is a recommended prerequisite or co-requisite for this course.

HITT 2335 Coding and Reimbursement Methodologies 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisites: HITT 1341 and HITT 1305. Recommended Co-requisite: POFM 2310.

HITT 2361 Clinical – Health Information/Medical Records Technology/Technician 0-9-3 - [Download Syllabus](#) - [Schedule Locations](#)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Completion of all first and second semester courses in the degree plan and departmental approval required.

MDCA 1302 Human Disease/Pathophysiology 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

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. Prerequisite or Co-requisite: HITT 1305 or MDCA 1309 is recommended.

MDCA 1309 Anatomy and Physiology for Medical Assistants 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

POFM 1302 Medical Software Applications 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.

POFM 1317 Medical Administrative Support 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 Medical Insurance 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal and ethical issues. Prerequisite: HITT 1305. Keyboarding and computer skills recommended.

POFM 2310 Intermediate Medical Coding 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases. Prerequisites: HITT 1341.

POFM 2386 Internship - Medical Administrative/Executive Assistant and Medical Secretary 0-9-3 - [Download Syllabus](#) - [Schedule Locations](#)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Departmental approval required upon completion of certificate requirements.

POFI 1301 Computer Applications I 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

This course is an overview of office computer applications including current terminology and technology. An introduction to computer hardware, software applications, and procedures. Prerequisite: Keyboarding skills or concurrent enrollment in keyboarding course recommended.

POFI 1349 Spreadsheets 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Skill development in concepts, procedures, and application of spreadsheets. Prerequisite: POFI 1301.

POFI 2301 Word Processing 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Word processing software focusing on business applications. Prerequisite: POFT 1329 with a minimum grade of "C".

POFI 2331 Desktop Publishing 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

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: Keyboarding and word processing skills or concurrent enrollment in word processing course recommended.

POFI 2386 Internship - Business/Office Automation/Technology/Data Entry 0-9-3 - [Download Syllabus](#) - [Schedule Locations](#)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

POFT 1301 Business English 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

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

POFT 1307 Proofreading and Editing 2-3-3 - [Download Syllabus](#) - [Schedule Locations](#)

Instruction in proofreading and editing skills necessary to assure accuracy in business documents.

POFT 1309 Administrative Office Procedures I 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

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

POFT 1319 Records and Information Management I 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Introduction to basic records and information management systems including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.

POFT 1325 Business Math Using Technology 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Skills development in business math problem solving using technology.

POFT 1329 Beginning Keyboarding 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

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

POFT 1349 Administrative Office Procedures II 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

In-depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1301, POFT 1329, POFT 1309 and concurrent enrollment in or completion of second year office technology courses recommended.

POFT 2312 Business Correspondence and Communication 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

Development of writing and presentation skills to produce effective business communications. Prerequisites: POFT 1301 or ENGL 1301.

POFT 2333 Advanced Keyboarding 2-4-3 - [Download Syllabus](#) - [Schedule Locations](#)

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Prerequisite: POFT 1329 and POFT 2301.

POFT 2386 Internship - Administrative Assistant and Secretarial Science, General 0-9-3 - [Download Syllabus](#) - [Schedule Locations](#)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communication skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

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