

BUSINESS OFFICE TECHNOLOGY (OFFT)

OFFT 1030 Computer Keyboarding

1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours

Instruction designed to teach microcomputer keyboarding using computer-assisted instruction. The contents cover the alphanumeric keyboard, the ten-key numeric keypad and selected microcomputer special function keys. Not intended for business technology majors. Note: This course may not transfer toward degree and/or program requirements at a four-year college. Contact transfer college for information.

OFFT 1070 Business English

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Preparation for written communication is vital to communicate effectively in today's workplace. This course emphasizes the basic English grammar, spelling, punctuation, correct word usage, sentence structure, and paragraph construction as it applies to effective written communication in business.

OFFT 1150 Input Keyboard Technology I

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Introduction to touch keyboarding using the alphabetic and figure symbol keys on a standard computer keyboard. Students will prepare basic documents such as business letters, memos, tables, and basic reports formatting and be introduced to a popular word processing software application.

OFFT 1160 Input Keyboard Technology II

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Reinforce keyboarding techniques and develop speed and accuracy skills needed for effective office employment. Instruction includes hands-on use of various input devices. Extensive preparation of business documents includes the following: business letters, mail merges, memos, tables, reports, forms, and other business related documents. Prerequisite: Typing speed of 25-30 words per minute.

OFFT 1310 MOS Cert MS Word

1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed to prepare the student for the entry-level MOS (Microsoft Office Specialist) Word exam. Upon completion of the course, the student will have covered objectives for the MOS Word exam. Partial preparation for MOS Certification.

OFFT 1320 MOS Cert MS Excel

1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed to prepare the student for the entry-level MOS (Microsoft Office Specialist) Excel exam. Upon completion of the course, the student will have covered objectives for the MOS Excel exam. Partial preparation for MOS Certification.

OFFT 1330 MOS Cert MS Access

1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed to prepare the student for the entry-level MOS (Microsoft Office Specialist) Access exam. Upon completion of the course, the student will have covered objectives for the MOS Access exam. Partial preparation for MOS Certification.

OFFT 1340 MOS Certification: PowerPoint

1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours

This course is designed to prepare the student for the MOS (Microsoft Office Specialist) PowerPoint exam. Upon completion of the course, the student will have covered objectives for the MOS PowerPoint Exam.

OFFT 2050 Information Management

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Study of the systematic analysis and technological control of business records through the records life cycle. Management considerations for records program development, records creation and forms control, classification systems, active and inactive records control, retention and disposition scheduling, and cost analysis or records maintenance. Includes computer applications.

OFFT 2080 Business Mathematics

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This course will develop and apply mathematical skills to solve problems related to business occupations. Topics include: basic mathematics related to cash and trade discounts, markup and markdowns, interest, banking, and payroll. Students will also gain familiarity with conducting calculations utilizing a 10-key calculator and Microsoft Excel as they apply to the business setting. Prerequisites: Score into MATH 0900 or higher on the Math ACCUPLACER placement test or permission of instructor.

OFFT 2170 MS Office Integration

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This is an advanced computer applications integrated course. Focus will be on how to effectively use the various office suite applications and integrate them to meet project demands of today's electronic workplace. Prerequisite: BSAD 2510 or permission of instructor. Fee \$10.

OFFT 2350 Administrative Proc & Mgmt

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Focus is given to meeting the challenges in today's workplace - the digital age. Current issues in the workplace are addressed. Some of the topics include workplace etiquette, business ethics, effective communication techniques, leadership and management, e-business, digital tools, conferences, and future trends. Prerequisite: OFFT 1160.

OFFT 2440 Legal Terminology/Transcription

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to give students the knowledge and understanding of over 900 terms commonly used in the legal profession. The student will learn to define the terms and use them in legal context. Pronunciation guides are provided for each word, and the correct pronunciation is reinforced by taped dictation.

OFFT 2450 Legal Office Procedures I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course introduces students to the legal workplace environment. Focus is given to the types of tasks that students will encounter in the law office setting. In this class emphasis is given to the legal environment, law office management, real estate and business organizations, and probate. Legal terms and forms for non-court documents pertaining to the areas of real estate, contracts, corporations, wills, and probate will be covered.

OFFT 2460 Legal Office Procedures II**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Continuation of OFFT 2450. Court procedures and court documents are stressed. In this class emphasis is given to the legal system, litigation process, substantive law, and legal research. The class begins with an overview of the structure of the court system. A study of and practice in preparing frequently used court documents and litigation documents such as motions, complaints, stipulations, answers, judgments, notices of appeal, and briefs will be covered. Prerequisite: OFFT 2450.

OFFT 2500 Comprehensive Medical Terminology**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course establishes a solid foundation of prefixes, suffixes, word roots, abbreviations, medical terms, and symbols. It emphasizes understanding the medical vocabulary as it applies to the anatomy, physiology, pathology, diagnostic, and therapeutic procedures of all the human body systems.

OFFT 2520 ICD-10 Coding**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to provide advanced and in depth instruction in ICD10-CM and ICD10-PSC coding, claims management, application and case scenario studies, and interpretation of medical encounter forms. Prerequisite or Corequisite: OFFT 2500 or concurrent enrollment or permission of instructor.

OFFT 2530 Medical Transcription I**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

This course is designed to develop proficiency in the use of medical reference texts as well as to develop proficiency in the art of medical transcription. Students will transcribe a number of medical reports and other medical documents covering various procedures and body systems. Prerequisites: OFFT 2500 and OFFT 1160 or equivalent or permission of instructor.

OFFT 2550 Medical Office Procedures**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

Designed to give the student an experience similar to what could be expected in a medical office. Medical office skills including telephone techniques, records management, appointment scheduling, insurance and coding will be included as well as an emphasis on human relations and customer service skills. Students will perform simulated exercises to gain hands-on experience. Prerequisite or Co-requisite: OFFT 2500 or permission of instructor.

OFFT 2560 CPT Coding**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to provide advanced and in depth instruction in CPT and HCPCS, claims management, application and case scenario studies, interpretation of medical encounter forms. Prerequisite or Co-Requisite OFFT 2500 or permission of instructor.

OFFT 2570 Medical Billing & Reimbursement**3.0 credit hours**

45.0 Classroom Hours = 45.0 Lecture Hours

A course designed to provide instruction on a variety of health insurance billing topics such as insurance terminology, documents and forms used for medical billing, electronic submission of claims, legal implications of billing, collections, and reimbursement negotiations. Prerequisite or Co-requisite: OFFT 2520 and OFFT 2560 or concurrent enrollment or permission of instructor.

OFFT 2700 BT Internship Seminar**1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

Prepares students for internship experience by addressing specific job descriptions, job qualifications, and employer expectations. Students will exchange perceptions and expectations of the work environment. This class is designed for the Associate of Applied Science in Business Technology. Must be taken concurrently with OFFT 2710, OFFT 2720, or OFFT 2730. Prerequisites: Concurrent enrollment in a Business Technology Internship, permission of a Business Technology Internship supervisor and permission of the advisor.

OFFT 2710 Business Technology Internship**1.0 credit hours**

60.0 Classroom Hours = 60.0 Lab Hours

On-the-job training through a cooperative arrangement with business, service, not-for-profit, legal and medical organizations. This class is designed for the Associate of Applied Science in Office Technology. Concurrent enrollment in OFFT 2700 is required. Prerequisite: Completion of at least 30 credit hours toward an AAS in Office Technology Degree, current enrollment in the Office Technology Internship Seminar, permission of the appropriate Office Technology Internship supervisor, and permission of advisor.

OFFT 2720 Business Technology Internship**2.0 credit hours**

120.0 Classroom Hours = 120.0 Lab Hours

On-the-job training through a cooperative arrangement with business, service, not-for-profit, legal and medical organizations. This class is designed for the Associate of Applied Science in Office Technology. Concurrent enrollment in OFFT 2700 is required. Prerequisite: Completion of at least 30 credit hours toward an AAS in Office Technology Degree, current enrollment in the Office Technology Internship Seminar, permission of the appropriate Office Technology Internship supervisor, and permission of advisor.

OFFT 2730 Business Technology Internship**3.0 credit hours**

180.0 Classroom Hours = 180.0 Lab Hours

On-the-job training through a cooperative arrangement with business, service, not-for-profit, legal and medical organizations. This class is designed for the Associate of Applied Science in Office Technology. Concurrent enrollment in OFFT 2700 is required. Prerequisite: Completion of at least 30 credit hours toward an AAS in Office Technology Degree, current enrollment in the Office Technology Internship Seminar, permission of the appropriate Office Technology Internship supervisor, and permission of advisor.

OFFT 2990 Special Topics

3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours

Special topic course description upon request.