Course Descriptions for all HEALTH CARE OFFICE COORDINATOR courses
(in order by semester)

BIOS 130 Basics of Human Anatomy and Physiology (Cr4) (3:2)
This course is designed to introduce students to the basics of the structure and function of the human body, of the inter-relation of the body systems and an understanding of homeostasis and its role in disease. This course is not intended for Allied Health majors and science majors. BIOS130 will count as SCI for Healthcare Office AAS students only. Only one of BIOS130 or BIOS160 or BIOS 204 can be used for credit in the same program.

CMTH 102 Speech Communication (Cr3) (3:0)
Basic principles of communication theory and practice, including speech preparation and delivery, and the effective use of critical thinking and listening in relation to intrapersonal, interpersonal, intercultural, and group communication.

ENGL 101 English I (Cr3) (3:0)
A writing-intensive course giving close attention to the process of writing through networked workshops and conferences involved in preparation and revision of drafts. The course develops skills in logical and focused writing, through development of a main point by means of supporting ideas and evidence. In addition, students learn to integrate information from secondary sources through the use of summary, paraphrase, and direct quotation in various forms of thesis-based writing. Prereq. - Competence in reading and writing as determined by English Department through testing and/or course work. Approved for the Honors Program.

OFAD 101 Keyboarding & Formatting Essentials I (Cr3) (3:0)
This course will focus on the introduction and development keyboarding methodology through touch typing. Emphasis will also be placed on the formatting skills required to master the preparation of business letters, reports, tables, memorandums, and resumes. Correct technique is strongly encouraged, and a minimum typing speed of 30 words per minute is required to successfully complete the course.

OFAD 154 Medical Terminology (Cr3) (3:0)
Comprehensive study of medical terminology with emphasis on prefixes, suffixes, word roots, and spelling principles through the use of programmed materials, interactive computer experiences, lecture, and audio tape delivery.

BUSA 205 Management Fundamentals (Cr3) (3:0)
Principles and functions of management within organizations; planning and decision-making, organizing and staffing, leading and controlling with emphasis on the manager's role in goal achievement; ethical, political, legal, and international aspects of the environments in which business and other organizations operate; a management case study or simulation may be integrated into the course.

CISC 101 Introduction to Computers (Cr3) (3:0)
This course introduces computer concepts including hardware and software, an overview of application software, networking and the Internet, and current issues with respect to computers and society. Hands-on instruction in the productivity tools of word-processing, spreadsheets and presentation software.
ENGL 151 English II (Cr3) (3:0)
Students continue to develop the academic writing and critical reading skills begun in English I. Students may elect to work on introduction to literature (L), report writing (R), or technical writing (T). Prereq.-ENGL 101. Also available through Online Learning. ENGL 151L (literature option) is approved for the Honors Program and has a designated as a Diversity (D) core course.

OFAD 175 ICD-10-CM/PCS Coding Methodologies (Cr3) (3:0)
This course reviews the ICD-10-CM/PCS coding and classifications systems used in the health care setting. The emphasis is on the coding guidelines, rules and regulations as well as the history, structure and organization of the coding systems. Emphasis on the review of medical documentation, diagnosis selection and the correct sequencing for optimal reimbursement will also be integrated with the course. Prereq. - OFAD154.

OFAD 176 CPT Coding Methodology (Cr3) (3:0)
This course reviews the CPT (Current Procedural Terminology) coding system used in the health care setting. The course will emphasize the coding guidelines, the application of modifiers, the rules and regulations as well as the structure of the coding system. Review of medical documentation will also be incorporated. Prereq. - OFAD154.

PSYC 103 Introduction to Psychology (Cr3) (3:0)
Research and psychotherapeutic methods, and the following topics: history of psychology, biological bases of behavior, sensation, perception, consciousness, learning, memory, language and thought, intelligence, motivation, emotion, human development, personality, stress and coping, psychological disorders, social behavior. Prereq. - Reading and writing competency as determined for ENGL 101. Course numbers ending with G are Writing Intensive (WI). Also available through Online Learning. Approved for the Honors Program. Core: SSHB

ACCT 100 Accounting for Non-Accountants (Cr3) (3:0)
Introduces financial concepts to non-business majors; emphasizes the preparation of internal and external reports for use in the decision making process of business entities. Only one of the following: ACCT 100 or ACCT 101 may be applied to a degree. ACCT 100 cannot be used as a substitute for ACCT 101.

ACCT 101 Financial Accounting I (Cr3) (3:0)
Analysis and interpretation of basic accounting structure, systems, and controls applicable to various business entities. Only one of the following: ACCT 101 or ACCT 100 may be applied to a degree. ACCT 100 cannot be used as a substitute for ACCT 101.

BUSA 221G Business Communications (Cr3) (3:0)
Comprehensive overview of the communications processes with special emphasis on practical workplace applications; students assess and develop their listening, speaking, writing, and research skills as they prepare business letters, memos, reports, presentations, proposals, and employment packages; students plan and conduct business meetings and practice effective group problem-solving skills. Only one of BUSA 221 or OFAD 221 may be applied to a degree. Prereq. - ENGL 151 and CMTH 102.

CISC 104 Microcomputer Applications (Cr4) (4:0)
Designed to give students experience with microcomputers and productivity software. Topics include
spreadsheets, database management, word processing systems and presentation packages. Prereq. - CISC 100 or 101.

**OFAD 172 Processing: Health Care Services Reimbursement (Cr3) (3:0)**
Procedures and technical information to effectively process medical/health insurance claims; detail claims processing for each major insurance program; understanding and application of ICD-9-CM/CPT codes to the superbill/encounter forms. Prereq. - OFAD 101 and 154.

**OFAD 177 Health Information Technology (Cr3) (3:0)**
This course is designed to introduce the student to the field of health information technology. Topics to be covered include the healthcare delivery system, medical records format and content, healthcare reimbursement, how information is gathered and by whom, how information is used and the technology behind health information systems. In addition, the course will cover retention policies and procedures, documentation, confidentiality issues (HIPAA), legal and regulatory aspects of the medical record and the basics of the electronic health record.

**BUSA 226 Human Resources Management (Cr3) (3:0)**
The management of human resources in the legal and social environment of business; personnel planning, recruiting, selection, training, job evaluation, employee rights, compensation and benefits, and other aspects of personnel administration; labor-management relations and industrial safety for employees.

**OFAD 240 Medical Office Management Practices (Cr3) (3:0)**
Develops skills necessary for a medical assistant in a computerized medical office: medicolegal issues, interpersonal and phone communication skills dealing with patients and other visitors, appointment scheduling and time management, handling correspondence and processing mail, medical records management, dealing with professional fees, credit arrangements and collection procedures, managing office space and equipment. Prereq. - knowledge of medical terminology and typing skill. Offered spring semester only.

**OFAD 250 Internship (Cr3) (1:6)**
This course includes preparatory seminars preceding placement of each student in an office setting appropriate to the course of study. The onsite experience includes the assignment by faculty in an environment where the intern will be supervised by an onsite experienced mentor, maintenance of a daily journal during the actual work experience and development of a detailed procedures manual which reflects office operations. Prereq. - BUSA221G, Pre- or coreq.- OFAD 240.

**PHIL 202G Ethics and Moral Problems (Cr3) (3:0)**
A critical study of major ethical theories and concepts and their application to selected moral issues, to aid in shaping one's own ethical stance and in making sound ethical choices; Hedonism, Egoism, Altruism, Authenticity, Existentialism, Absolutism, Relativism, Utilitarianism, Human Rights and Duty, Justice, Multiculturalism and Feminism. Course numbers ending with G are Writing Intensive (WI). Approved for the Honors Program.  Core: AH, WI.