

## Course Descriptions

### Office Administration

#### **OFAD 1103 Beginning Keyboarding & Formatting**

This course is for students with no previous instruction in typewriting. This is not open to students with credit in high school type-writing. Emphasis will be placed on correct techniques, speed and accuracy.

#### **OFAD 1113 Business Calculations**

This course aids in the development of the student's touch-entry on computer keypad or electronic calculator. Emphasis is designed to both improve students' mathematical skills and concepts and to increase their understanding of business transactions.

#### **OFAD 1131 Insurance and Billing**

This course is an introduction to medical insurance. It is a practical, focused approach to provide students with the basics of coding and filing medical insurance claims. Students will be exposed to several different insurance types such as Blue Cross and Blue Shield, Medicaid, Medicare Campus/Champva and others.

#### **OFAD 1141 Medical Transcription**

The student will know the purpose and information contained in the most common types of reports transcribed. The student will learn to select and use appropriate general and specialty reference materials. The student will transcribe authentic medical dictation requiring concentration and listening skills.

#### **OFAD 1152 ICD9 Coding**

Students learn how to use an ICD9 codebook as well as a CPT manual to record diagnosis and procedures for patient record keeping. Students learn to complete HFCA forms and are introduced to Medical Office software.

#### **OFAD 1405 Medical Fundamentals I**

The student will receive an overview of the medical assistant career. Three emphasis areas will be addressed: Fundamental Principles of Medical Assisting, Diagnostic Orders and Patient Care. Skills will include professionalism, history of the profession, human relations, OSHA guidelines, medical asepsis, vital signs, emergency procedures, law, ethics, communications and documentation.

#### **OFAD 1415 Medical Fundamentals II**

This course is a continuation of Clinical Fundamentals I with increasing knowledge in the clinical setting. Three emphasis areas will be addressed: Fundamental Principles of Medical Assisting, Diagnostic Orders and Patient Care. The student will demonstrate an understanding of such skills as maintaining the examination area, performing clinical lab tests, venipuncture, microphematocrit, twelve lead electrocardiograph (ECG), drug calculation and medication administration. An emphasis is placed on the patient's physical examination and treatment procedures that are performed in a medical office setting

#### **OFAD 2112 Records Management**

The focus of this course will be on the methods of filing: alphabetically, chronologically, numerically.

#### **OFAD 2113 Desktop Publishing**

This course is designed to expose students to practical examples of the computer as a useful desktop publishing tool and teach them how to create professional quality publications suitable for professional purposes as well as for personal use. Students will learn how to create and edit a publication, design a newsletter, prepare brochures and create business forms and tables. Students will also learn how to personalize and customize a publication with information sets and how to link a publication to an Excel worksheet.

#### **OFAD 2213 Office Procedures**

This course focuses on the office procedures used in modern electronic offices including telephone responsibilities, mailing procedures, word processing, professionalism and the use of mini-simulations to reinforce the concepts.

#### **OFAD 2240 Internship**

An agreement between industry and education which allows students to utilize and refine skills previously learned in the education process. All work is to be performed in accordance with industry standards and guidelines and will be supervised by industry and school representatives. The student

must meet competency guidelines and receive instructor approval to participate in the internship courses.

**OFAD 2243 Office Management**

This course includes middle-management decision-making problems including productivity, employee selection, plant location and equipment selection and policy issues. Projects will be completed on computers. Lecture will focus on issues and aspects of business operation used in modern offices.

**OFAD 2333 Beginning Microcomputer Word Processing**

This course addresses word processing systems, procedures and equipment; proof-reading, formatting and editing.

**OFAD 2343 Advanced Microcomputer Word Processing**

This course addresses advanced concepts of word processing using microcomputers to perform advanced functions. Prerequisite: OFAD 2333 Beginning Microcomputer Word Processing.