

# Office Technologies (OFT)

## (Business Department)

### **OFT 103—Medical Coding**

3 cr. (Spring)

This course will introduce students to the characteristics and conventions of the current CPT and ICD-CM coding. Format and correct coding practices will be taught. The importance of using accurate coding conventions to maximize reimbursement in the medical office will be stressed.

Prerequisite: Successful completion (DVP) of MAT 040 or successful completion (DVP) of MAT 010 or placement into MAT 020 or placement into MAT 092 or higher.

### **OFT 106—Keyboarding**

.5 lect., 1 lab, 1 cr. (Fall/Spring)

This course concentrates on building skills over a period of one-half semester. Students learn the use of alphabetic and numeric keys. In order to complete the course with a passing grade of C, students will be expected to work at a minimum speed of 20-25 words per minute for three minutes with reasonable accuracy using the touch method (without looking at the keys). This course meets three hours per week for eight weeks. Students who already have acceptable skill levels, should take the departmental examination for possible waiver of the course.

### **OFT 108—Introduction to Keyboarding and Office Applications**

2 lect., 2 lab, 3 cr. (Fall)

This course teaches students to master the "touch" (without looking at the keys) method of alphabetic, numeric, and symbol keys. Professional competency is developed in keying business documents using Microsoft Word software. Students learn to format memorandums, letters, tables, reports, and other business documents. Emphasis is placed on correct keyboarding, formatting, and proofreading techniques. For a grade of C, the student must achieve minimum speed on straight-copy, five-minute writings of 35 words per minute with a maximum of 3 errors.

### **OFT 109—Advanced Office Applications**

2 lect., 2 lab, 3 cr. (Spring)

Emphasis is placed on learning advanced details and building production skills on letters, tables, reports, and other business documents using Microsoft Word software. For a grade of C, the student must achieve minimum speed on straight-copy, five-minute writings of 50 words per minute with a maximum of 3 errors.

Prerequisite: OFT 108

### **OFT 110—Legal Documents and Terminology**

3 cr.

This course presents classroom knowledge in preparing the legal documents used in a legal office setting. They include: pleadings and related documents, separation and dissolution of marriage papers, criminal law papers, wills and trusts, contracts, corporation and partnership forms, and real estate transactions. Students will learn legal terminology as they progress through each topic. They will also develop speed on straight-copy keyboarding.

Prerequisite: OFT 108 or placement by department

### **OFT 201—Records/Information Management**

3 cr. (Spring)

This is a survey course which provides an overview of records/information management as a system. The role of the records manager and the records management staff within the system are emphasized. Other areas of emphasis include inventories, developing retention schedules, active/inactive records management, archives management, disaster prevention and recovery, and manual preparation. An introduction to Microsoft Access is included.

Prerequisite: Successful completion (DVP) of MAT 040 or successful completion (DVP) of MAT 010 or placement into MAT 020 or placement into MAT 092 or higher.

### **OFT 207—Transcription Skills**

2 lect., 2 lab, 3 cr. (Fall)

The student transcribes business communications and/or medical and legal documents from a voice transcriber. Emphasis is placed on the rapid production of mailable copy. Office procedures, basic grammar rules, spelling, punctuation, and proofreading are reviewed.

Prerequisite: OFT 108 or placement by department and successful completion (DVP) of MAT 040 or successful completion (DVP) of MAT 010 or placement into MAT 020 or placement into MAT 092 or higher.

## **OFT 209—Microsoft Word and PowerPoint**

2 lect., 2 lab, 3 cr. (Fall)

Hands-on instruction in Microsoft Word and PowerPoint is provided to the student. Emphasis is placed on creating, revising, formatting, enhancing, proof reading, printing, and merging of numerous business documents. Decision-making skills are exercised in the selection of formats and procedures. Preparation for MOUS Certification in Word is available.

Prerequisite: OFT 108 or placement by department

## **OFT 211—Medical Transcription**

2 lect., 2 lab, 3 cr.

The student transcribes communications documents such as: letters, case histories, medical evaluations, medical reports, and summaries from a voice transcriber. Most medical specialties are included. Emphasis is placed on the correct medical terminology and spelling, medical form format, and rapid production of mailable copy. Office procedures, basic grammar rules, spelling, punctuation, and proofreading are reviewed.

Prerequisite: OFT 108 or placement by department and successful completion (DVP) of MAT 020 or successful completion (DVP) of MAT 040 or placement into MAT 092 or higher.

## **OFT 214—Excel and Access**

2 lect., 2 lab, 3 cr. (Spring)

This course provides hands-on training in the use of Excel and Access. Medical, legal and business projects help students learn to process specialized documents. Group assignments aid in the development of teamwork and decision-making skills. Preparation for MOUS Certification in Excel and Access is available.

Prerequisite: OFT 108 or placement by department and successful completion (DVP) of MAT 020 or successful completion (DVP) of MAT 040 or placement into MAT 092 or higher.

## **OFT 220—Office Internship**

1 lect., lab, 3 cr. (Spring)

Students work in an approved part-time office position with a cooperating employer. The work assignment is under the dual guidance of the employer and the college coordinator and the student will be evaluated by each. Students are required to attend a weekly one-hour seminar to discuss office procedures and to submit reports on their work experience.

Prerequisite: Permission of department chair and BUS 203, OFT 108, OFT 209; a minimum CGPA of 2.0 is also required

Note: Students must comply with all policies, procedures, and regulations of the internship/fieldwork site. Failure to do so will result in immediate removal from the internship site and automatic failure of the course.