

COMPUTER APPL & OFFICE TECH (CAOT)

CAOT-115 Outlook

1 Credit

Internet: 1 hour per week

Offering: Fall and Spring Only, All Years

This course will introduce the functions used in Microsoft Outlook including email messages, calendar, contacts, tasks, journals, and notes. This course is based on hardware and software that uses the Windows operating system.

CAOT-120 Word Processing/Word I

1 Credit

Internet: 1 hour per week

Offering: Fall, Spring, and Summer, All Years

This course will lead to proficiency using word processing software to create and format documents according to current business standards. This course provides an introduction to word processing fundamentals in a hands-on environment with business-oriented examples. It includes creating, storing, retrieving, editing, printing, formatting paragraphs and documents, and tables. This is a valuable course for those who want to learn how to use word processing software. In addition, students will demonstrate keyboarding proficiency of 25 wpm/95% accuracy on a three-minute timing. This course is based on hardware and software that uses the Windows operating system.

CAOT-121 Word Processing/Word II

1 Credit

Internet: 1 hour per week

Offering: Fall and Spring Only, All Years

This course will lead to proficiency using word processing software to create and format documents according to current business standards. This course is a continuation of CAOT-120. This course provides additional word processing functions, including graphics, themes and building blocks, merging, styles, templates, and developing multi-page documents. In addition, students will demonstrate keyboarding proficiency of 35 wpm/95% accuracy on a three-minute timing. This course is based on hardware and software that uses the Windows operating system.

Pre/Corequisites: CAOT-120

CAOT-122 Word Processing/Word III

1 Credit

Internet: 1 hour per week

Offering: Fall and Spring Only, All Years

This course will lead to proficiency using word processing software to create and format documents according to current business standards. This course is a continuation of CAOT-121. This course provides instruction in advanced word processing functions including integrating Word with other programs, creating templates and macros, forms, master documents, collaboration, and customizing Word. This course is based on hardware and software that uses the Windows operating system.

Pre/Corequisites: CAOT-120, CAOT-121

CAOT-130 Spreadsheets/Excel I

1 Credit

Internet: 1 hour per week

Offering: Fall, Spring, and Summer, All Years

This course is an introduction to spreadsheet fundamentals. This is a hands-on class that includes basic spreadsheet construction and formatting, formulas and functions, charts, and basic data analysis. Some computer knowledge and basic math skills are recommended. This course is based on hardware and software that uses the Windows operating system.

CAOT-131 Spreadsheets/Excel II

1 Credit

Internet: 1 hour per week

Offering: Fall and Spring Only, All Years

This course is a continuation of CAOT-130. This course provides additional spreadsheets functions including managing workbook data, using tables, analyzing table data, automating worksheet tasks, enhancing charts, sharing files, and incorporating web information. This course is based on hardware and software that uses the Windows operating system. Students may enroll and complete these courses during the same semester.

Pre/Corequisites: CAOT-130

CAOT-132 Spreadsheets/Excel III

1 Credit

Internet: 1 hour per week

Offering: Fall and Spring Only, All Years

This course is a continuation of CAOT-131. This course provides additional spreadsheets functions including using what-if analyses, pivot tables, importing and exporting data, advanced worksheet management, and macros. This course is based on hardware and software that uses the Windows operating system. Students may enroll and complete these courses during the same semester.

Pre/Corequisites: CAOT-130, CAOT-131

CAOT-140 Database/Access I

1 Credit

Internet: 1 hour per week

Offering: Fall, Spring, and Summer, All Years

This course is an introduction to database management fundamentals. This is a hands-on course that includes basic skills for designing and manipulating a database, building and using queries, sorting and editing records, using forms and reports, and introduces database relationships. This course is based on hardware and software that uses the Windows operating system.

CAOT-150 PowerPoint

1 Credit

Internet: 1 hour per week

Offering: Fall and Spring Only, All Years

This course provides an introduction to presentation software fundamentals using PowerPoint. A hands-on course that uses business-oriented examples, it includes planning, creating, storing, retrieving, editing, formatting, and viewing presentations. This course is based on hardware and software that uses the Windows operating system. Recommended: Some keyboarding proficiency.

CAOT-162 Introduction to Computer Applications**2 Credits****Internet:** 2 hours per week**Offering:** Fall Only, All Years

This course is a rich interactive learning experience designed to give students the basic tools and aptitudes they need to meet today's technology challenges. This course explores how computers and their peripheral devices work and the capabilities of software to meet the needs of the user. Emphasis is placed on the use of computers to manage information for personal and professional uses. Software applications in word processing, spreadsheets, and databases are used during the semester. Lab assignments using software applications are a major portion of the course requirement.

CAOT-164 Computer Fundamentals for Technical Programs**1 Credit****Internet:** 1 hour per week**Offering:** Fall and Spring Only, All Years

This course covers basic computer concepts including computer hardware, computer software, and using an operating system. Emphasis will be placed on current industry-recognized business applications. Students will become familiar with the basic operations and performance of personal computers. This course is based on hardware and software that uses the Windows operating system.

CAOT-165 Productivity Software for Technical Programs**1 Credit****Internet:** 1 hour per week**Offering:** Fall and Spring Only, All Years

This course covers productivity software based on Microsoft Office including common program functions, word processing functions, spreadsheet functions, and presentation software functions. Emphasis will be placed on current industry-recognized business applications. This course is based on hardware and software that uses the Windows operating system.

CAOT-166 Living Online for Technical Program**1 Credit****Internet:** 1 hour per week**Offering:** Fall and Spring Only, All Years

This course covers the basics of the Internet, including networks and the Internet, electronic mail, using the Internet, and the impact of computing and the Internet on society. Emphasis will be placed on current industry-recognized business applications. This course is based on hardware and software that uses the Windows operating system.

CAOT-168 Integrated Medical Office Software**3 Credits****Internet:** 3 hours per week**Offering:** Fall and Spring Only, All Years

This course presents the use of an integrated medical practice management and electronic health record system (PM/EHR) in a medical office setting. Students first learn the conceptual framework both for medical billing and for the use of electronic health records in medical documentation and patient management. By working through exercises of increasing difficulty that simulate use of a PM/EHR, students develop transferable skills needed to manage the required software tasks across the total patient encounter. Concepts learned in this course are general enough to cover most integrated medical software packages, and students who complete this course should be able to use other brands of software with minimum training.

CAOT-179 Medical Terminology**2 Credits****Lecture:** 2 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course is a comprehensive introduction to terminology used in the medical field. Taking a body systems approach, emphasis is placed on anatomy and physiology, abnormal conditions, diagnostic and surgical procedures, as well as medical roots, prefixes, and suffixes. Skill emphasis is placed on defining medical terms and abbreviations, understanding basic human anatomy, and spelling of medical terms. Lecture/Lab: 2 hours per week.

CAOT-180 Legal Issues in Health Care**1 Credit****Lecture:** 1 hour per week**Offering:** Fall and Spring Only, All Years

This course provides an overview of the laws and ethical issues relevant to medical careers. Topics include medical practice acts and boards, risk management, basic elements of contract law, professional liability and medical malpractice, privacy, confidentiality and privileged communications, medical records and informed consent, and workplace legalities.

CAOT-183 Business Editing and Proofreading**3 Credits****Lecture:** 3 hours per week**Offering:** Fall and Spring Only, All Years

This course deals with the principles of English grammar, punctuation, sentence structure, and usage necessary for preparation of all business communications with an emphasis on proofreading, spelling, and editing documents. It is also useful for students who need to apply correct rules or the mechanics of our language to written communications.

CAOT-184 Records Systems Management**3 Credits****Lecture:** 3 hours per week**Offering:** Fall and Spring Only, All Years

This course provides instruction in the management of manual and electronic records. The life cycle of records from creation through disposal or permanent retention is covered. Emphasis is placed on the classification of records, application of the ARMA filing rules, the organization and management of manual and electronic information, types of records storage facilities, the importance of records retention programs, and the necessity of providing for the safety and security of information. The use of manual, mechanical, and automated methods of information storage and retrieval including micrographic and optical disk storage is also discussed.

Prerequisites: CAOT-140**CAOT-186 Medical Coding****3 Credits****Lecture:** 3 hours per week**Offering:** Fall and Spring Only, All Years

This course is designed to help learners master the complexity of medical coding. Using the Current Procedural Terminology (CPT) and the International Classification of Diseases - Clinical Modification (ICD-CM) coding books, students will transform written descriptions of diseases, injuries, and procedures into numeric designations. Exercises will cover all medical specialties including dermatology, cardiology, primary care, and orthopedics and addresses the common coding problems encountered in the real world. Skill emphasis is placed on knowledge of coding theories and practical coding applications.

Prerequisites: CAOT-179**CAOT-191 Medical Receptionist Internship I****3 Credits****Internship:** 3 hours per week**Offering:** Fall and Spring Only, All Years

This course provides supervised training in medical receptionist skills through on-the-job experience in a medical-related office. It provides a practical application of medical receptionist skills as part of the learning process and involves approximately nine hours per week of in-office work.

Prerequisites: CAOT-179, CAOT-212**CAOT-204 Career Leadership****1 Credit****Lecture:** 1 hour per week**Offering:** Fall and Spring Only, All Years

This course is designed to allow students to explore character traits and to discover the characteristics that are needed to become an effective leader. Students are given an opportunity to apply the knowledge they gain of character and leadership through the planning and implementation of a community service project. Students will be encouraged to participate in service learning and/or leadership activities. Students will demonstrate project management, teamwork, problem solving and time management.

CAOT-205 Business Doc Formatting/Transcription**2 Credits****Lecture:** 2 hours per week**Offering:** Fall and Spring Only, All Years

This course is an introduction to machine transcription and document formatting including formatting business documents such as letters, memos, reports, agendas, itineraries, and news releases. Students prepare documents by listening to recorded dictation and transcribing the dictation using word processing software. Development of good listening skills is stressed. Emphasis is placed on developing proofreading and editing skills to produce mailable documents.

Prerequisites: CAOT-120, CAOT-183**CAOT-210 Office Procedures****3 Credits****Lecture:** 3 hours per week**Offering:** Fall and Spring Only, All Years

This course is designed to provide students with the information necessary to be successful in today's rapidly changing office environment. In addition to providing students with opportunities to practice and use previously learned skills and abilities, topics include office technology; the global economy; increased diversity in the workplace; career planning and preparation; the importance of interpersonal, oral, and written communication skills; teamwork; critical thinking skills; ethical issues in the work environment; learning and applying effective telephone techniques; handling office callers; scheduling appointments, meetings, and conferences; making travel arrangements; handling the office mail; and stress and time management.

Pre/Corequisites: CAOT-120**CAOT-216 Medical Transcription I****1 Credit****Lecture:** 1 hour per week**Offering:** Fall and Spring Only, All Years

This course is an introduction to transcribing recorded medical dictation and covers basic reports used in the medical field, related medical terminology, use of reference material, and specialized rules of grammar and punctuation peculiar to dictated medical reports. Emphasis is on the importance of correct usage of medical terms with an introduction to proofreading and editing of medical reports. Medical reports will be transcribed from four individual case studies covering the reproductive, musculoskeletal, cardiopulmonary, and integumentary body systems. Application testing is completed under timed conditions.

Prerequisites: CAOT-179, CAOT-205**CAOT-217 Medical Transcription II****1 Credit****Lecture:** 1 hour per week**Offering:** Fall and Spring Only, All Years

This course is a continuation of CAOT-216. Medical reports will be transcribed from six individual case studies covering the urinary, nervous, digestive, endocrine, lymphatic, and respiratory body systems. Prerequisite: CAOT-216; Students may enroll and complete these courses during the same semester.

CAOT-220 Administrative Support Internship I

3 Credits

Internship: 3 hours per week

Offering: Fall, Spring, and Summer, All Years

This course provides supervised training in administrative skills through on-the-job experience in a business office. It provides a practical application of administrative office skills as a part of the learning process and involves approximately nine hours per week of in-office work.

CAOT-221 Administrative Assistant Internship II

3 Credits

Internship: 3 hours per week

Offering: Fall, Spring, and Summer, All Years

This course is a continuation of CAOT-220.

Prerequisites: CAOT-220

CAOT-224 Medical Administrative Assistant Internship

3 Credits

Internship: 3 hours per week

Offering: Fall, Spring, and Summer, All Years

This course provides supervised training in administrative medical office skills through on-the-job experience in a medical-related office. It provides a practical application of administrative medical office skills as part of the learning process.

Prerequisites: CAOT-217

CAOT-225 Medical Billing Specialist Internship I

4 Credits

Internship: 4 hours per week

Offering: Fall, Spring, and Summer, All Years

This course provides supervised training in medical accounts receivables/insurance billing through on-the-job experience in a medical facility. It provides practical application of medical accounts receivables/insurance billing as part of the learning process.

Prerequisites: ACCT-110, CAOT-186

CAOT-226 Medical Billing Specialist Internship II

4 Credits

Internship: 4 hours per week

Offering: Fall, Spring, and Summer, All Years

This course is a continuation of CAOT-225.

Prerequisites: CAOT-225

CAOT-250 Office Skills Capstone

1 Credit

Lecture: 1 hour per week

Offering: Fall and Spring Only, All Years

This course is an application-oriented capstone assessment of students' proficiency in Computer Application and Office Technology (CAOT), Paralegal (PLEG), or Accounting Assistant skills.