

# COMPUTER APPLICATIONS & OFFICE TECHNOLOGY (CAOT)

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## CAOT-115 Outlook

### 1 Credit

**Online:** 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

**Online:** 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

**Online:** 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

**Online:** 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

**Online:** 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

**Online:** 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

**Online:** 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

**Online:** 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

**Online:** 1 hour per week

**Offering:** Fall 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-164 Computer Fundamentals for Technical Programs**
**1 Credit**

**Online:** 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**

**Online:** 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 Programs**
**1 Credit**

**Online:** 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**

**Online:** 3 hours per week

**Offering:** Fall 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.

**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:** 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**
**3 Credits**

**Internship:** 9 hours per week

**Offering:** Fall, Spring, and Summer, All Years

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

**Prerequisites:** CAOT-168, CAOT-179, CAOT-205

**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 Document 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-220 Administrative Support Internship I****3 Credits****Internship:** 9 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 Office Management Technology Internship****3 Credits****Internship:** 9 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course provides practical application and supervised training in advanced administrative office management technology skills through workplace experience in an office setting. Instructor permission required.

**Prerequisites:** 30 credits (level 100 or higher)**CAOT-224 Medical Administrative Assistant Internship****3 Credits****Internship:** 9 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. The student must demonstrate a minimum of entry-level competence for a Medical Administrative Assistant as determined by the internship supervisor and must document 135 hours at the internship site.

**Prerequisites:** CAOT-168**CAOT-225 Medical Billing Specialist Internship I****4 Credits****Internship:** 11 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. The student must demonstrate a minimum of entry-level competence for a Medical Billing Specialist as determined by the internship supervisor and must document 176 hours at the internship site.

**Prerequisites:** ACCT-110, CAOT-186**CAOT-226 Medical Billing Specialist Internship II****4 Credits****Internship:** 11 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course is a continuation of CAOT-225 and 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. The student must demonstrate a minimum of entry-level competence for a Medical Billing Specialist as determined by the internship supervisor and must document 176 hours at the internship site.

**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.