

## Skill Sets – Administrative Support Technology

Business Applications of Computers			
Dept.		Course Title	Sem. Hrs.
CIS	108	<a href="#">Computer Fundamentals</a>	3
CIS	111	<a href="#">Introduction to Electronic Presentations</a>	1
CIS	117	<a href="#">Word Processing Software</a>	3
CIS	119	<a href="#">Spreadsheet Software</a>	3
CIS	121	<a href="#">Data Base Management Systems Concepts</a>	3

Upon successful completion of the skill set, students will be able to:

- Design and manage a database
- Analyze and present data in a visual format
- Apply computer skills to create a professional business document

Business Computer Applications*			
Dept.		Course Title	Sem. Hrs.
BOS	103	<a href="#">Keyboarding</a>	3
CIS	111	<a href="#">Introduction to Electronic Presentations</a>	1
CIS	117	<a href="#">Word Processing Software</a>	3
CIS	119	<a href="#">Spreadsheet Software</a>	3
CIS	121	<a href="#">Data Base Management Systems Concepts</a>	3

Upon successful completion of the skill set, students will be able to:

- Utilize business software programs
- Design information materials
- Maintain office and business records

\* Students successfully completing the skill set in Business Applications of Computers are prepared to take the certification examination For Microsoft Certified Application Specialist (MCAS)

Medical Support			
Dept.		Course Title	Sem. Hrs.
AHS	108	<a href="#">Medical Terminology</a>	3
BOS	142	<a href="#">Medical Administrative Procedures</a>	3
BOS	143	<a href="#">Medical Billing and Coding</a>	3
CIS	108	<a href="#">Computer Fundamentals</a>	3

Upon successful completion of the skill set, students will be able to:

- Describe the legal, social, and ethical responsibilities within the healthcare environment
- Perform administrative medical procedures
- Apply correct medical terminology to all specialties of medicine
- Demonstrate computer competency
- Demonstrate competency in basic medical billing and coding

Office Support			
Dept.		Course Title	Sem. Hrs.
BOS	103	<a href="#">Keyboarding</a>	3
BOS	251	<a href="#">Office Procedures &amp; Techniques I</a>	3
CIS	108	<a href="#">Computer Fundamentals</a>	3
CIS	117	<a href="#">Word Processing Software</a>	3

Upon successful completion of the skill set, students will be able to:

- Manage an office setting
- Coordinate events and activities