

Administrative Support Technology Skill Sets

| Business Applications of Computers | | | |
|------------------------------------|-----|--|-----------|
| Dept. | | Course Title | Sem. Hrs. |
| CIS | 114 | Introduction to Computer Applications & Concepts | 3 |
| CIS | 111 | Introduction to Electronic Presentations | 1 |
| CIS | 117 | Word Processing Software | 3 |
| CIS | 119 | Spreadsheet Software | 3 |
| CIS | 121 | Data Base Management Systems Concepts | 3 |

Upon successful completion of the skill set, the graduate 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 | Keyboarding | 3 |
| CIS | 111 | Introduction to Electronic Presentations | 1 |
| CIS | 117 | Word Processing Software | 3 |
| CIS | 119 | Spreadsheet Software | 3 |
| CIS | 121 | Data Base Management Systems Concepts | 3 |

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

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

| Medical Support | | | |
|-----------------|-----|--|-----------|
| Dept. | | Course Title | Sem. Hrs. |
| AHS | 108 | Medical Terminology | 3 |
| BOS | 142 | Medical Administrative Procedures | 3 |
| BOS | 143 | Medical Billing and Coding | 3 |
| CIS | 114 | Introduction to Computer Applications and Concepts | 3 |

Upon successful completion of the skill set, the graduate 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 | Keyboarding | 3 |
| BOS | 251 | Office Procedures & Techniques I | 3 |
| CIS | 114 | Introduction to Computer Applications & Concepts | 3 |
| CIS | 117 | Word Processing Software | 3 |

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

- Manage an office setting
- Coordinate events and activities