

Office Technology

Business & Computer Science Division

PROGRAM DESCRIPTION

Students may select from four programs in Office Technology: Administrative Assistant, Legal Specialist, Medical Office Specialist, Medical Transcription Specialist. These programs are designed to develop a management support person with technical and communication skills. Time-management and problem-solving abilities are emphasized along with a "team member" approach for a career in today's business environment.

CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE IN SCIENCE DEGREE

A Certificate of Achievement in Administrative Assistant, Legal Specialist, Medical Office Specialist or Medical Transcription Specialist can be obtained upon completion of the courses in the selected major. The Associate in Science Degree in Business-Office Technology can be obtained upon completion of 60 units, including the required courses in the selected major, the general education requirements, and electives. All courses for this degree must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

REQUIRED COURSES

ADMINISTRATIVE ASSISTANT

Recommended Sequence	Units		Units
CIS 066—Microsoft Word	3	OT 056—Adv. Keyboarding/Word Processing	3
OT 055—Interm. Keyboarding/Word Processing	3	OT 162—Ten Key	1
CIS 001—Introduction to Computers		Electives selected from the list of Recommended Electives	<u>3.5</u>
OR			31.5
CIS 050—Microcomputer Applications	3	Recommended Electives:	
BUS 092—Business Communication	3	ACCT 180	
CIS 073—Microsoft Excel	3	CIS 055, 061, 078, 093	
OT 159—Filing and Records Mgmt (spring)	2	MGMT 055	
OT 151—Office Systems/Procedures (spring)	3	OCED 090, 091	
OCED 090—Occupation Work Experience	1	OT 057, 131,160	
CIS 091—Microsoft Outlook	1.5		
CIS 090—Introduction to PowerPoint	1.5		

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LEGAL SPECIALIST

Recommended Sequence

	Units		Units
OT 055—Interm. Keyboarding/ Word Processing	3	OT 159—Filing & Records Management	2
OT 057—Legal Keyboarding/ Word Processing	3	OT 151—Office Systems/Procedures (spring)	3
CIS 063—WordPerfect		OCED 090—Occupational Work Experience	1
OR		CIS 091-Microsoft Outlook	<u>1.5</u>
CIS 066—Microsoft Word	3		31.5
BUS 092—Business Communication	3	Recommended Electives:	
BUS 018—Legal Environment of Business	3	ACCT 180	
OT 131—Legal Machine Transcription	3	CIS 073, 078	
CJ 001—Introduction to Criminal Justice	3		
OT 056—Advanced Keyboarding/Word Process	3		

MEDICAL OFFICE SPECIALIST

Recommended Sequence

	Units		Units
NURSE 111—Medical Terminology	3	Recommended Electives:	
OT 059—Medical Keyboarding/Computer Appl.	3	ACCT 180	
CIS 066—Microsoft Word	3	CIS 001 or 050, 073, 078, 090, 091	
OT 101—Human Diseases	3	MGMT 055	
BUS 092—Business Communication	3	OCED 090	
OT 159—Filing & Records Management	2	OT 056, 121	
OT 063—Intro. to ICD-9-CM Coding*	3		
OT 064—Interm. ICD-9-CM Coding	3	* International Classification of Diseases, 9th Clinical Modification	
OT 066—CPT-IV Coding**	3	** Current Procedural Terminology	
OT 151—Office Systems/Procedures (spring)	3		
OCED 090—Occupational Work Experience	1		
OT 055-Intermediate Keyboarding/Word Processing	3		
	<u>3</u>		
	33		

MEDICAL TRANSCRIPTION SPECIALIST

(Recommended sequence)

	Units		Units
CIS 066—Microsoft Word	3	OT 160—Business Transcription	3
OT 055—Interm. Keyboarding/ Word Processing	3	Electives selected from the list of Recommended Electives	<u>3</u>
NURSE 111—Medical Terminology	3		33
OT 059—Medical Keyboarding & Computer Apps	3	Recommended Electives:	
OT 101—Human Diseases	<u>3</u>	OT 056, 063, 064, 066, 100	
OT 121 to 124—Med. Machine Trans. I, II, III, IV	12	OCED 090	

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JOB-DIRECT CERTIFICATE REQUIREMENTS

For each of the following programs, the required courses must be completed with a grade of "C" or better.

GENERAL OFFICE ASSISTANT

Required Courses	Units
OT 054—Beginning Keyboarding	3
BUS 100—Work Readiness	1.5
CIS 066—Microsoft Word	3
CIS 091—Microsoft Outlook	1.5
CIS 090—Introduction to PowerPoint	1.5
CIS 073—Microsoft Excel	3
OT 162—Ten Key	<u>1</u>
	14.5

LEGAL OFFICE ASSISTANT

Required Courses	Units
OT 055—Interm. Keyboarding/WP	3
BUS 100—Work Readiness	1.5
CIS 063—WordPerfect OR CIS 066—MS Word	3
OT 057—Legal Keybding/Word Processing	3
OT 131—Legal Machine Transcription	3
OT 162—Ten Key	<u>1</u>
	14.5

MEDICAL FRONT OFFICE CLERK

Required Courses	Units
Semester 1	
CIS 106—Fast Track Computer Literacy	1
CIS 102—Fast Track Microsoft Word	.5
OT 055—Interm. Keyboarding/Word Processing	1
NURSE 111—Medical Terminology	3
OT 159—Filing and Records Management	<u>2</u>
	7.5
Semester 2	
OT 101—Study of Human Diseases for Medical Assist.	3
OT 056—Adv. Keyboarding/Word Processing	2
OT 059—Medical Keyboarding /Computer Applic.	3
BUS 100—Work Readiness	<u>1.5</u>
	9.5

Certificate Total:

17 Units

*Classes should be taken in the sequence listed above.

RETAIL CLERK

Required Courses	Units
MKT 174—Retail Merchandising	3
BUS 181—Business Math	1
ENGL 310—Writing Skills Lab	1.5
ENGL 320—Reading Improvement Lab	1.5
BUS 100—Work Readiness	1.5
OT 162—Ten Key	<u>1</u>
	9.5

OT 054 1-3 Units

Beginning Keyboarding

Course Advisory: SCC minimum English standards. An individualized beginning keyboarding course taught on the microcomputer. Touch typing is developed on the alphabet, punctuation, symbols, and top row number keys. Speed will be built to a minimum of 30 words per minute. Units of study include production of documents such as correspondence, memos, reports, and tables in standard formats. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. *Three hours lecture, two hours lab.*

OT 055 1-3 Units

Intermediate Keyboarding/Word Processing

Prerequisites: Completion of all modules of OT 054 or passing the OT 055 placement test; concurrent enrollment or successful completion of CIS 063 or CIS 066. Course Advisory: SCC minimum English standards. Individualized keyboarding course using a microcomputer with units of study including skill building, correspondence, reports, compositions, tables, special projects, and business forms. Speed will be built to a minimum

of 40 words per minute. Students may enroll throughout the semester as space is available. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. *Three hours lecture, two hours lab.*

OT 056 1-3 Units

Advanced Keyboarding/Word Processing

Prerequisites: Completion of all modules of OT 055 with a grade of "C" or "P" or better or pass placement test. Course Advisories: SCC minimum English and Math standards. This advanced, individualized applications course is designed to prepare students for professional work in an office with a heavy emphasis on word processing skills and business document formatting in the third unit. Speed will be built to a minimum of 50 words per minute. Students may enroll throughout the semester as space is available but must take units in sequential order. This is an open entry/open exit course. May be repeated to a maximum of 3 units, including initial enrollment. *Three hours lecture, two hours lab.*

OT 057	3 Units	OT 100	1 Unit
Legal Keyboarding/Word Processing <i>Prerequisites: Completion of all modules of OT 055 with a grade of "C" or "P" or better and ability to keyboard at 50 wpm. Course Advisory: SCC minimum English standards. Concentrated study of legal terminology combined with practice in the constructions of legal documents and skill development in keyboarding legal forms necessary for optimal performance in the legal office. Units of study include: civil litigation, family law, and partnerships and corporations. Three hours lecture, two hours lab.</i>		Skill Building on the Computer Keyboard <i>Course Advisories: Ability to touch type at 20 wpm; SCC minimum English and Math standards. Individualized skill building keyboarding course taught on the microcomputer. Speed and accuracy skills are enhanced on the alphabet, punctuation, and numbers. The unit of study includes identifying the specific needs of the individual and then assigning diagnostic drills, skill-development practice and pre-and post-testing. The skill building goal will be to increase typing speed or straight copy 3 to 5-minute timed writings between 5 to 10 words per minute above the starting rate with an accuracy level of not more than one error per minute. This is an open entry/open exit course. One hour lecture, one half hour lab.</i>	
OT 059	3 Units	OT 101	3 Units
Medical Keyboarding and Computer Applications <i>Prerequisites: Completion of all modules of OT 054 with a grade of "C" or "P" or better or passing the OT 059 placement test; and Nursing 111 (or concurrent enrollment). Course Advisory: SCC minimum English standards. A medical document processing course. Students will process documents in various medical specialty units including; head and neck, cardiovascular medicine, plastic surgery, allergy/immunology, urology, surgery, oncology, dermatology, and internal medicine. Students will build keyboarding speed and accuracy. Three hours lecture, two hours lab.</i>		Study of Human Diseases for Medical Assistants <i>Course Advisory: SCC minimum English standards. Study of the pathological process, imparting basic knowledge to paramedical personnel. The student will study the basic concepts, terminology, etiology and characteristics of pathological processes. Diseases are classified according to both causative agents and the body system to which they relate. Three hours lecture.</i>	
OT 063	3 Units	OT 109	.5 Units
Introduction to ICD-9-CM Coding <i>Prerequisites: OT 101; NURSE 111. Course Advisory: SCC minimum English standards. Introductory course in the basic principles of coding disease and procedures using the International Classification of Disease, 9th Edition Clinical Modification (ICD-9-CM) and ICD-9-CM coding handbook for entry-level coders. Current ICD-9-CM books only will be utilized in this course. The impact of coding on reimbursement will be discussed. Three hours lecture.</i>		Fast Track Records Control/Filing <i>Course Advisories: SCC minimum English and Math standards. Introduction to the process of grouping, organizing and storing business records using ARMA (American Records Management Association) rules for document filing. This is a credit/not credit only course. Eight hours lecture (1 week course).</i>	
OT 064	3 Units	OT 121	3 Units
Intermediate ICD-9-CM Coding <i>Prerequisites: OT 063 (or successful completion of a challenge test). Course Advisory: SCC minimum English standards. This course will build on the previous knowledge gained in OT 063 and address more complex issues related to ICD-9-CM Coding. Class lectures and practical applications will focus on using actual medical records and applying higher level coding skills. The Prospective Payment System and Diagnosis Related Groups (DRGs) will be introduced. Three hours lecture.</i>		Medical Transcription I <i>Prerequisite: Successful completion of OT 055 or OT 056 or a keyboarding speed of 40 wpm (to be verified by placement test) with microcomputer word processing skills; NURSE 111 (or concurrent enrollment) or successful completion of a medical terminology exam. Course Advisory: SCC minimum English standards. Provides practice on recorded material stressing terminology from medical reports covering emergency services admission reports, history and physicals, radiology, operations, pathology, discharge summary, outpatient medical reports, death summary and autopsy using a microcomputer and word processing software. Three hours lecture, two hours lab.</i>	
OT 066	3 Units	OT 122	3 Units
CPT-IV Coding <i>Prerequisites: NURSE 111, OT 101. Course Advisories: SCC minimum English and Math standards. Course that covers the principles and mechanics of coding professional services rendered using the Current Procedural Terminology (CPT-IV) coding system and its relationship to the Health Care Financing Administration Common Procedure (HCPCS) Coding System. Three hours lecture.</i>		Medical Transcription II <i>Prerequisite: OT 121. Vocabulary building and transcription of medical records in specialty areas of cardiology, endocrinology, gastroenterology, gynecology, internal medicine, and oncology. Three hours lecture, two hours lab.</i>	

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OT 123

3 Units

Medical Transcription III

Prerequisites: OT 122. *Course Advisory:* SCC minimum English standards. Vocabulary building and transcription of medical reports in specialty areas of radiology, psychiatry, neurology and neurosurgery, emergency medicine, laboratory medicine, and general surgery. *Three hours lecture, two hours lab.*

OT 124

3 Units

Medical Transcription IV

Prerequisites: OT 123. *Course Advisory:* SCC minimum English standards. Vocabulary building and transcription of medical reports in specialty areas of orthopedics, pediatrics, respiratory and pulmonary medicine, immunology and AIDS, plastic surgery, and urology. *Three hours lecture, two hours lab.*

OT 131

3 Units

Legal Transcription

Prerequisite: OT 055 or OT 056 or a keyboarding speed of 40 wpm (to be verified by placement test) and CIS 063 or CIS 066 with a grade of "C" or better. *Course Advisory:* SCC minimum English standards. Concentrated course designed to familiarize the student with terminology, background, and knowledge of procedures necessary for work in a law office. The legal system is studied through the court structure, legal documents, and the specialty areas including family law, wills and probate, corporations, real estate, bankruptcy, and criminal law. Proficiency in transcribing from machine dictation is emphasized along with the integration of technical skills. *Three hours lecture, two hours lab.*

OT 151

3 Units

Office Systems & Procedures

Prerequisites: Typing rate of 50 words per minute and microcomputer word processing skills. *Corequisite:* One unit of OCED 090. *Course Advisories:* SCC minimum English and Math standards. An advanced level course designed to complete the training of Office Technology program students in office systems and procedures. Course should be taken during the student's final semester of the program or as a refresher for experienced business students. One unit of work experience will be required in the specialty area of the student's major. *Three hours lecture.*

OT 159

2 Units

Filing and Records Management

Course Advisory: SCC minimum English standards. Designed to introduce the systems approach of records management using both manual and automated equipment. Topics covered include creation, storage (alphabetic, numeric, geographic, and subject methods), protection, evaluation, control, use, and disposition of the records. *Two hours lecture.*

OT 160

3 Units

Business Transcription

Prerequisites: OT 055 or OT 056 or a keyboarding speed of 40 wpm (to be verified by placement test) and CIS 063 or CIS 066 with a grade of "C" or better. *Course Advisory:* SCC minimum English standards. Emphasizes proficiency in transcribing from machine dictation. Develops the coordination of keyboarding, business English, and proofreading skills while transcribing documents from a variety of businesses. *Three hours lecture, two hours lab.*

OT 162

1 Unit

Ten Key

Course Advisories: SCC minimum English and Math standards. Individualized course offering the fundamentals of operating the ten-key microcomputer number keypad. The touch system of operation and continuous speed and accuracy development are emphasized throughout the course. This is an open entry/open exit course. *One hour lecture, one-half hour lab.*

OT 170

3 Units

Creating a Virtual Office

Course Advisories: SCC minimum English and Math standards. OT 170 explores issues of creating a virtual office, time management, customizing the workplace environment, evaluating and buying technology, communicating with technology, and business ethics as a virtual professional. In addition the student will explore issues of creating a virtual office (home based or small office), customizing the workplace environment, the economics of working from home and telecommuting as independent contractors. This is pass/no-pass only course. *Three hours lecture.*

OT 171

3 Units

Marketing a Virtual Office

Course Advisories: SCC minimum English and Math standards. OT 171 will enable the student to market the student's learned skills, experience & knowledge and to "package" in a manner to obtain the best possible virtual (home based) employment position. Student will create a professional marketing plan covering the four Ps: Product, Price Place (distribution), & Promotion. The course is a requirement of the Business Office Technology Department's Virtual Assistant Program. Businesses all over the world are choosing to contract out (outsource) their non core competencies, in many cases to VA's or Virtual Professionals. This is pass/no-pass only course. *Three hours lecture.*