

Grayson College Course Catalog

Overview

Today's office environment demands proficiency with the internet and a variety of software applications. The ability to quickly and easily learn new programs is a necessity to perform tasks efficiently and accurately.

The **Associate of Applied Science Degree** is a 60-hour online program designed to prepare individuals for the challenges of today's office. Students will obtain the skills and technical knowledge necessary to enter the job market in a variety of office administration positions.

The **Administrative Assistant Certificate** is a 42-hour online program that will prepare the student for assisting an executive or professional in decision making, conducting research, meeting and working with the public, and managing the office.

The **Medical Administrative Certificate** is a 42-hour online program that will prepare the student to work in a variety of settings throughout the healthcare industry including hospitals, physician offices, insurance companies, government agencies, and companies providing services to the medical community. Areas of study include medical coding, terminology, ethics, and electronic health records management.

The **Accounting Office Support Certificate** is a 36-hour online program that will prepare the student for a career in the accounting field.

The **Applications Software Specialist Certificate** is a 30-hour online program that concentrates on computer software. The student will have a strong working foundation of several software packages currently used in industry today. Software integration will be emphasized. This certificate provides an excellent opportunity for an employee with strong organizational skills who wants to specialize in computer software.

Course Requirements

Grayson College requires a high school diploma or equivalent. The Associate of Applied Science Degree requires successful completion of the TSI requirements. Some of the courses require prerequisites. Refer to the GC catalog for specific information.

Capstone Experience

Graduation with the Associate of Applied Science Degree or any of the certificates requires the successful completion of POFT 1313 (Professional Workforce Preparation). This class must be taken during the semester of graduation.

Local Employers

Cigna, City of Denison, Douglass Distributing, Grayson College, Sherman ISD, Texoma Medical Center, Wilson N. Jones Hospital

AAS Degree Requirements

Associate of Applied Science - Office and Computer Technology

Subject	Semester Hours
ENGL 1301 (Composition I)	3
POFT 1301 (Business English)	3
ACNT 1303 (Introduction to Accounting I)	3
*Social and Behavioral Science Core	3
ACNT 1304 (Introduction to Accounting II)	3
POFT 2312 (Business Correspondence & Communication)	3
POFI 1301 (Computer Applications I)	3
POFI 2301 (Word Processing)	3

* POFT 2303 or ARTC 1325	3
*Math/Life and Physical Science Core	3
* SPCH 1311 or 1321	3
*Lang, Phil, Culture/Creative Arts Core	3
ITSW 1304 (Introduction to Spreadsheets)	3
ITSC 2321 (Integrated Software Applications II)	3
*Elective	3
POFT 2331 (Administrative Project Solutions)	3
ACNT 1313 (Computerized Accounting Applications)	3
ITSW 1307 (Introduction to Database)	3
POFT 1313 (Capstone) (Professional Workforce Preparation)	3
*Elective	3
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Students entering this program need to have basic computer and keyboarding skills. Contact advisor for more details.

*Please review your Student Planner or contact your Student Success Coach/Faculty Mentor to review which courses may be used to fill this degree requirement.

Capstone Requirement: All students must complete the required capstone course Professional Development (POFT 1313) during the last semester (unless the last semester is summer) to satisfy the requirements for a Capstone experience with a "C" or better. The capstone course may not be substituted.

Certificate Degree Requirements

Accounting Office Support - Certificate

Subject	Semester Hours
POFI 1301 (Computer Applications I)	3
POFT 1301 (Business English)	2
POFT 2303 (Speed and Accuracy Building)	2
POFI 2301 (Word Processing)	3
ACNT 1303 (Introduction to Accounting I)	3
ITSW 1304 (Introduction to Spreadsheets)	3
ACNT 1304 (Introduction to Accounting II)	3
ACNT 1313 (Computerized Accounting Applications)	3
ITSW 1307 (Introduction to Database)	3
POFT 2312 (Business Correspondence & Communication)	3
POFT 1313 (Capstone)* (Professional Workforce Preparation)	3
POFT 2331 (Administrative Project Solutions)	3
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Administrative Assistant - Certificate

Subject	Semester Hours
POFT 1301 (Business English)	3
POFI 2301 (Word Processing)	3
POFT 2303 (Speed and Accuracy Building)	2
ACNT 1303 (Introduction to Accounting I)	3
POFT 2312 (Business Correspondence & Communication)	3
POFI 1301 (Computer Applications I)	3
ACNT 1304 (Introduction to Accounting II)	3
POFT 2331 (Administrative Project Solutions)	3
ITSW 1307 (Introduction to Database)	3

ITSW 1304 (Introduction to Spreadsheets)	3
ITSC 2321 (Integrated Software Applications II)	3
POFT 1313 (Capstone)* (Professional Workforce Preparation)	3
ACNT 1313 (Computerized Accounting Applications)	3
*Elective	3
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Applications Software Specialist - Certificate

Subject	Semester Hours
POFT 2303 (Speed and Accuracy Building)	3
POFT 1301 (Business English)	3
POFI 2301 (Word Processing)	3
ITSW 1304 (Introduction to Spreadsheets)	3
ARTC 1325 (Introduction to Computer Graphics)	3
ITSC 2321 (Integrated Software Applications II)	3
POFT 2312 (Business Correspondence & Communication)	3
ITSW 1307 (Introduction to Database)	3
POFT 1313 (Capstone)* (Professional Workforce Preparation)	3
POFI 1301 (Computer Applications I)	3
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Medical Administrative Assistant - Certificate

Subject	Semester Hours
POFT 1301 (Business English)	3
HITT 1305 (Medical Terminology I)	3
POFT 2303 (Speed and Accuracy Building)	3
POFI 2301 (Word Processing)	3
POFI 1301 (Computer Applications I)	3
POFT 2312 (Business Correspondence & Communication)	3
ITSW 1304 (Introduction to Spreadsheets)	3
HITT 1341 (Coding and Classification Systems)	3
POFT 2331 (Administrative Project Solutions)	3
HITT 1311 (Health Information Systems)	3
HITT 2346 (Advanced Medical Coding)	3
HITT 1353 (Legal and Ethical Aspects of Health Information)	3
POFT 1313 (Capstone)* (Professional Workforce Preparation)	3
POFM 1317 (Medical Administrative Support)	3
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Medical Coding and Billing - Certificate

If a student starts in the fall semester:

POFM 1317 (MedicalAdministrative Support)	3
HITT 1305 (Medical Terminology 1)	3
HITT 1341 (Coding and Classification Systems)	3
POFI 2301 (Word Processing)	3
HITT 2346 (Advanced Medical Coding)	3
HITT 1311 (Health Information Systems)	3
HITT 1353 (Legal and Ethical Aspects of Health Information)	3
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If a student starts in the spring semester	
HITT 1341 (Coding and Classification Systems)	3
POFI 2301 (Word Processing)	3
HITT 2346 (Advanced Medical Coding)	3
HITT 1311 (Health Information Systems)	3
HITT 1353 (Legal and Ethical Aspects of Health Information)	3
POFM 1317 (MedicalAdministrative Support)	3
HITT 1305 or POFI 2301 (Medical Terminology 1 or Word Processing)	3
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Students entering this program need to have basic computer and keyboarding skills. Contact advisor for more details.

*Capstone Requirement: All students must complete and exit exam covering ICD-10-CM and CPT to satisfy the requirements for a Capstone experience with a "C" or better.

*Please review your Student Planner or contact your Student Success Coach/Faculty Mentor to review which courses may be used to fill this degree requirement.

Occupational Skills Award

Occupational Skills Award

Office and Computer Technology - Occupational Skills Award

Subject	Semester Hours
POFI 1301 (Computer Applications I)	3
POFI 2301 (Word Processing)	3
ITSW 1304 (Introduction to Spreadsheets)	3
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HITT 1305 - Medical Terminology I

(FALL ONLY) Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Grade Basis: L

Credit hours: 3.0

Lecture hours: 2.0

Lab hours: 3.0

HITT 1311 - Health Information Systems

(SUMMER ONLY) Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

Grade Basis: L

Credit hours: 3.0

Lecture hours: 3.0

Lab hours: 1.0

HITT 1341 - Coding and Classification Systems

(SPRING ONLY) Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

Grade Basis: L

Credit hours: 3.0

Lecture hours: 2.0

Lab hours: 3.0

HITT 1353 - Legal and Ethical Aspects of Health Information

(SUMMER ONLY) Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

Grade Basis: L

Credit hours: 3.0

Lecture hours: 3.0

Lab hours: 1.0

HITT 2346 - Advanced Medical Coding

(Summer Only) Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

Grade Basis: L

Credit hours: 3.0

Lecture hours: 2.0

Lab hours: 3.0

ITSC 2321 - Integrated Software Applications II

(FALL ONLY) Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Grade Basis: L

Credit hours: 3.0

Lecture hours: 2.0

Lab hours: 3.0

ITSW 1304 - Introduction to Spreadsheets

Instruction in the concepts, procedures, and application of electronic spreadsheets.

Grade Basis: L

Credit hours: 3.0

Lecture hours: 2.0

Lab hours: 2.0

ITSW 1307 - Introduction to Database

Introduction to database theory and the practical applications of a database.

Grade Basis: L

Credit hours: 3.0

Lecture hours: 3.0

Lab hours: 1.0

POFI 1301 - Computer Applications I

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

Grade Basis: L

Credit hours: 3.0

Lecture hours: 3.0

Lab hours: 1.0

POFI 2301 - Word Processing

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.

Grade Basis: L

Credit hours: 3.0
Lecture hours: 3.0
Lab hours: 2.0

POFM 1317 - Medical Administrative Support

(FALL ONLY) Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursements.

Grade Basis: L
Credit hours: 3.0
Lecture hours: 3.0
Lab hours: 1.0

POFT 1301 - Business English

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Grade Basis: L
Credit hours: 3.0
Lecture hours: 3.0
Lab hours: 1.0

POFT 1313 - Professional Workforce Preparation

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement

Grade Basis: L
Credit hours: 3.0
Lecture hours: 3.0

POFT 2303 - Speed and Accuracy Building

Review, correct, and improve keyboarding techniques for the purpose of Increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency.

Grade Basis: L
Credit hours: 3.0
Lecture hours: 3.0
Lab hours: 1.0

POFT 2312 - Business Correspondence & Communication

(Spring Only) Development of writing and presentation skills to produce effective business communications.

Grade Basis: L
Credit hours: 3.0
Lecture hours: 3.0
Lab hours: 1.0

POFT 2331 - Administrative Project Solutions

(SPRING ONLY). Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Grade Basis: L
Credit hours: 3.0
Lecture hours: 3.0
Lab hours: 1.0

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