

Changes to Courses/Career Majors in Business, Management, and Administration Cluster for 2011-2012

January 2011

Changes to Majors

Administrative Medical Assistant

- Moved ICD-CPT Coding up in the sequence (now under Foundations of Medical Office Term)
- removed the "draft" status and changed to completed
- Total hours is now 1260 instead of 1210 (due to classes going from 170 hours to 180)

Medical Insurance Coder

- Moved ICD-CPT up the sequence (now after Foundations of Medical Office/Term)
- Total hours is now 1080 instead of 1040 (due to classes going from 170 hours to 180)

Bilingual Customer Service Representative Major

- removed Customer Service from the sequence (60 hours)
- added Customer Assistance to the sequence (120 hours)
- changed Bilingual Interpersonal Communications I course to 60 hours
- total hours is 720

Customer Service Major

- removed Customer Service from the sequence (60 hours)
- added Customer Assistance to the sequence (120 hours)
- Total hours is now 480 instead of 420 (due to class changes)

Scopist Major

- added Career Major Capstone (120 hours)
- added Advanced Career Major Capstone (alternative to Career Major Capstone)
- Total hours now 780 instead of 660 (due to Capstone addition)

Fundamentals of Entrepreneurship Major

- marked as draft for the time being

Court Report Major

- changed sequence (moved Realtime Applications above Legal/Medical Terminology)

Administrative Medical Assistant Major

- Changed sequence; moved ICD-CPT Coding below Foundations of Medical Office/Medical Terminology

Microsoft Certified Application Specialist

- Added Business/Computer Tech and Advanced Capstone to the sequence

Entrepreneurship Major

-Moved Entrepreneurship: Business Development above Entrepreneurship: Business Management in the sequence due to B.D. being a pre-requisite to B.M.

Medical Transcriptionist

-Total hours is now 1080 instead of 1040 (due to classes going from 170 hours to 180)

Legal Office Assistant

-Total hours is now 1140 instead of 1090 (due to classes going from 170 hours to 180)

Medical Office Assistant

-Total hours is now 900 instead of 870 (due to classes going from 170 hours to 180)

Legal Receptionist

-Total hours now 600 instead of 580 (due to classes going from 170 hours to 180)

Human Resources Assistant

-Added Human Resources Information Systems class (120 hours). This class will be after Human Resources Concepts.

-Total hours is now 960 instead of 840 (due to class addition)

Changes to Individual Courses:

1. Foundations of Medical Office/Medical Terminology.

-Changed course hours from 170 to 180

-changed contact information

2. Patient Billing

-changed course hours from 170 to 180

-changed contact information

-changed Accountability Measures area (moved Brainbench Accts. Pay and Accts. Rec. tests to optional instead of mandatory)

3. Medical Insurance

- changed contact information

-removed Foundations of Medical/Office/Medical Terminology as a pre-req. (it is still a pre-req, but Patient Billing is the direct pre-req.)

-changed course hours from 170-180

4. Medical Transcription

- changed course hours from 170 to 180
- changed contact information
- changed Pre-req to Medical Insurance (had several listed)

5. ICD9-CPT Coding

- Changed title from ICD9-CPT Coding to ICD-CPT Coding (removed the 9)
- changed course hours from 170 to 180
- changed contact information
- changed pre-req to Foundations of Medical Office Assistant

6. Fundamentals of Technology

- changed contact information
- added Computer Literacy as a Brainbench test option

7. Fundamentals of Administrative Technologies

- changed contact information

8. Administrative Technologies II

- changed contact information

9. Office Administration & Management

- changed contact information

10. Career Major Capstone

- changed contact information

11. Foundations for the Legal Office

- changed course hours from 170 to 180
- changed contact information

12. Legal Office Procedures

- changed course hours from 170 to 180
- changed contact information

13. Advanced Computer Applications for the Law Office

- changed course hours from 170 to 180
- changed contact information

14. Advanced Legal Communications

- changed course hours from 170 to 180

- changed contact information
- 15. Legal Specialties
 - changed course hours from 170 to 180
 - changed contact information
- 16. Court Reporting Theory
 - changed contact information
 - changed pre-req to Fundamentals of Technology
- 17. Court Reporting Lab
 - changed contact information
 - added Fundamentals of Technology as the Pre-Req
 - changed Court Reporting I to Court Reporting Theory in verbage
- 18. Beginning Speed Building
 - changed contact information
- 19. Intermediate Speed Building
 - changed contact information
- 20. Advanced Speed Building
 - changed contact information
- 21. Legal/Medical Terminology
 - changed contact information
- 22. Realtime Applications
 - changed contact information
- 23. Court Reporting Capstone
 - changed contact information
- 24. Desktop Publishing and Graphic Design
 - changed contact information
- 25. Fundamentals of Web Design
 - changed contact information
- 26. Multimedia & Image Management Techniques
 - changed contact information

27. Human Resources Concepts
 - changed contact information
28. Employee and Labor Relations
 - changed contact information
 - changed pre-requisite to HR Concepts
29. Benefits and Compensation Management
 - changed contact information
 - changed pre-req to Employee and Labor Relations
30. Intro. To Entrepreneurship
 - changed contact information
31. Business Communications
 - changed contact information
32. Entrepreneurship: Business Management
 - changed contact information
 - changed pre-req to list only Entrepreneurship: Business Development
33. Entrepreneurship: Business Development
 - changed contact information
 - changed pre-req from Fund of Tech to Introduction to Entrepreneurship
34. Business English
 - changed contact information
 - marked as draft
35. Computer-Aided Transcription and Judicial Technology
 - changed contact information
 - marked as draft
36. Intro. To Law and Legal Terminology
 - changed contact information
 - marked as draft
37. Speed Building II
 - changed contact information
 - marked as draft

38. Speed Building III

- changed contact information
- marked as draft

39. Speed Building IV

- changed contact information
- marked as draft

40. Speed Building V

- changed contact information
- marked as draft

41. Speed Building VI

- changed contact information
- marked as draft

42. Bilingual Interpersonal Communications I

- changed contact information
- changed hours from 120 to 60

43. Customer Assistance

- changed contact information
- changed hours to 120 hours
- changed no to YES for use in Comprehensive Schools
- added Brainbench Customer Assistance to the Accountability measures

44. Microsoft Certified Application Specialist Study Access Prep

- changed contact information

45. Microsoft Certified Application Specialist Study Excel/PowerPoint Prep

- changed contact information

46. Microsoft Certified Application Specialist Study Outlook/Word Prep

- changed contact information

47. Business Computer Technology

- added Brainbench Computer Literacy as a testing option