

CURRICULUM REVISION REQUEST FORM

Division: Health Sciences

Department/Program: Medical Data Specialist

Prepared By: Judy Massie

Request: Medical Data Specialist Updates

- a) Delete Courses to Inventory: POFI 2301; POFI 2340; SPNL 1201
- b) Add Courses to Inventory: BCIS 1305; HITT 1249
- c) Revise MDSP.CERT Curriculum



Amarillo College Curriculum Committee Form

Course Changes – Delete a Course from the Inventory

Program Division: Health Sciences
Department: Medical Data Specialist
Program Point of Contact: Judy Massie, Program Director (354-6068)
Date of Submission: April 8, 2016

Requested Information	Information Response
Associated 6-digit CIP (If Applicable): <ul style="list-style-type: none"> ACGM – Use first 6 of "Approval Number" WECM – Course Inventory CIP Number 	WECM 52.0407
Associated Study Area Identify primary program associated with course	Medical Data Specialist
Planned Effective Date:	Term: <u>Fall</u> Year: <u>2016</u>
Course Title (Written Out):	Word Processing
Course Prefix and Number:	POFI 2301
Course Description:	Prerequisites / Corequisite Prerequisite: Computer literacy and keyboarding skill of 30 wpm Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency. Hours (3 sem hrs; 2 lec, 4 lab)
Reason/Justification for Request: (Considerations may include lack of transferability, lack of enrollment, ACGM/WECM changes, etc.) Replacing this course with another course (BCIS) that offers more skills needed by students in the workforce.	
Potential Impact on Certificate or Degree Programs and Teach-Out Plan Related to Course Deletion: No impact.	

Requested Information	Information Response
On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.	
Is this a core curriculum course?	<ul style="list-style-type: none"> No
If you answered "No" above, do not answer this question. If you answered "Yes" above, identify the foundational component area.	<ul style="list-style-type: none"> Communication (Core 10) Mathematics (Core 20) Life and Physical Sciences (Core 30) Language, Philosophy, and Culture (Core 40) Creative Arts (Core 50) American History (Core 60) Government/Political Science (Core 70)

	<ul style="list-style-type: none">• Social and Behavioral Science (Core 80)• Component Area Option (Core 90)
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Amarillo College Curriculum Committee Form

Course Changes – Delete a Course from the Inventory

Program Division: Health Sciences
Department: Medical Data Specialist
Program Point of Contact: Judy Massie, Program Director (354-6068)
Date of Submission: April 8, 2016

Requested Information	Information Response
Associated 6-digit CIP (If Applicable): <ul style="list-style-type: none"> ACGM – <u>Use first 6 of "Approval Number"</u> WECM – <u>Course Inventory CIP Number</u> 	WECM 52.0407
Associated Study Area Identify primary program associated with course	Medical Data Specialist
Planned Effective Date:	Term: <u>Fall</u> Year: <u>2016</u>
Course Title (Written Out):	Advanced Word Processing
Course Prefix and Number:	POFI 2340
Course Description:	<p>Prerequisites / Corequisite Prerequisite: POFI 2301-minimum grade of C or demonstrated competence</p> <p>Advanced word processing techniques using merging, macros, graphics and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.</p> <p>Hours (3 sem hrs; 2 lec, 4 lab)</p>
Reason/Justification for Request: (Considerations may include lack of transferability, lack of enrollment, ACGM/WECM changes, etc.) Course is being deleted from the program course inventory because the prerequisite is being deleted from the program course inventory.	
Potential Impact on Certificate or Degree Programs and Teach-Out Plan Related to Course Deletion: Will reduce 3 semester hours from the Medical Data Specialist Transcription Option.	

Requested Information	Information Response
On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.	
Is this a core curriculum course?	<ul style="list-style-type: none"> No
If you answered "No" above, do not answer this question.	<ul style="list-style-type: none"> Communication (Core 10) Mathematics (Core 20) Life and Physical Sciences (Core 30) Language, Philosophy, and Culture (Core 40)

If you answered "Yes" above,
identify the foundational
component area.

- Creative Arts (Core 50)
- American History (Core 60)
- Government/Political Science (Core 70)
- Social and Behavioral Science (Core 80)
- Component Area Option (Core 90)

Amarillo College Curriculum Committee Form

Course Changes – Delete a Course from the Inventory

Program Division: Health Sciences
Department: Medical Data Specialist
Program Point of Contact: Judy Massie, Program Director (354-6068)
Date of Submission: April 8, 2016

Requested Information	Information Response
Associated 6-digit CIP (If Applicable): <ul style="list-style-type: none"> ACGM – Use first 6 of "Approval Number" WECM – Course Inventory CIP Number 	WECM 16.0905
Associated Study Area Identify primary program associated with course	Medical Data Specialist
Planned Effective Date:	Term: <u>Summer</u> Year: <u>2017</u>
Course Title (Written Out):	Health Care Spanish
Course Prefix and Number:	SPNL 1201
Course Description:	Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands and phrases normally used within a hospital or physician's office. Hours (2 sem hrs; 2 lec)
Reason/Justification for Request: (Considerations may include lack of transferability, lack of enrollment, ACGM/WECM changes, etc.) Course is no longer necessary for the workforce.	
Potential Impact on Certificate or Degree Programs and Teach-Out Plan Related to Course Deletion: No impact, because this course will be replaced with addition of a new course (HITT 1249 – Pharmacology).	

Requested Information	Information Response
On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.	
Is this a core curriculum course?	<ul style="list-style-type: none"> No
If you answered "No" above, do not answer this question. If you answered "Yes" above, identify the foundational component area.	<ul style="list-style-type: none"> Communication (Core 10) Mathematics (Core 20) Life and Physical Sciences (Core 30) Language, Philosophy, and Culture (Core 40) Creative Arts (Core 50) American History (Core 60) Government/Political Science (Core 70) Social and Behavioral Science (Core 80) Component Area Option (Core 90)

Amarillo College Curriculum Committee Form

Course Changes – Add a New Course to the Inventory

Program Division: Health Sciences
Department: Medical Data Specialist
Program Point of Contact: Judy Massie, Program Director (354-6068)
Date of Submission: April 8, 2016

Requested Information	Information Response
Associated 6-digit CIP (If Applicable): <ul style="list-style-type: none"> ACGM – Use first 6 of "Approval Number" WECM – Course Inventory CIP Number 	ACGM 11.0202
Associated Study Area Identify primary program associated with course	Medical Data Specialist
Planned Effective Date:	Term: <u>Fall</u> Year: <u>2016</u>
Course Title (Written Out):	Business Computer Applications
Course Prefix and Number:	BCIS 1305
Course Description:	<p>Prerequisites / Corequisite Prerequisite: RDNG 0321-minimum grade of C or a score on a state-approved test indicating readiness for RDNG 0331</p> <p>Students will study computer terminology, hardware and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics and business-oriented utilization of the Internet.</p> <p>Hours (3 sem hrs; 2 lec, 3 lab)</p> <p>Texas Common Course Number: BCIS 1305</p>
Reason/Justification for Request: (Considerations may include other institutions offering the course, industry need, transferability, etc.): Course is being added to the program course inventory which offers more skills to the students, as required by workforce.	

Requested Information	Information Response
On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.	
Course Type	<ul style="list-style-type: none"> Academic Course Guide Manual (ACGM)
Instructional Method	<ul style="list-style-type: none"> Lecture/Lab – Instruction delivered in face-to-face format Combination of Lecture/Lab Instruction
Is this class intended to be included in next year's core curriculum?	<ul style="list-style-type: none"> No

If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank.	
Course Outcomes for Course Not Intended for Core	
Learning Outcomes	
Upon successful completion of this course, students will:	
<ol style="list-style-type: none"> 1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems. 2. Explain the guiding principles of professional behavior in computing. 3. Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment. 4. Use business productivity software to manipulate data and find solutions to business problems. 5. Explain the concepts and terminology used in the operation of application systems in a business environment. 6. Identify emerging technologies for use in business applications. 7. Complete projects that integrate business software applications 	

If is a class intended for core inclusion, please complete this table. Otherwise, leave this table blank.	
Course Outcomes (List course outcomes)	<ol style="list-style-type: none"> 1. 2.
For what foundational component area is the course proposed? (Delete options that do not apply) (See "core inclusion" link for details)	<ul style="list-style-type: none"> • Communication (Core 10) • Mathematics (Core 20) • Life and Physical Sciences (Core 30) • Language, Philosophy, and Culture (Core 40) • Creative Arts (Core 50) • American History (Core 60) • Government/Political Science (Core 70) • Social and Behavioral Science (Core 80)Component Area Option (Core 90)
What are the required THECB Objectives? (Delete options that do not apply) (See "core inclusion" link for details)	<ul style="list-style-type: none"> • Critical Thinking • Communication • Empirical and Quantitative Skills • Teamwork • Social Responsibility • Personal Responsibility
Identify information related to your plan to submit information showing alignment with the THECB requirements.	<ul style="list-style-type: none"> • Person who will submit: ____ (name) ____ • Date plan to submit proposal: ____ (month, day, year) ____

Requested Information	Information Response
On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.	
Is this a unique needs course?	<ul style="list-style-type: none"> • No
Is this a local needs course?	<ul style="list-style-type: none"> • No
What is the session cycle?	<ul style="list-style-type: none"> • Fall only
What is the yearly cycle?	<ul style="list-style-type: none"> • Every year

What is the retake policy?	<ul style="list-style-type: none"> • May be taken two times
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Requested Information	Information Response
List any pre-requisites (prefix and number) and provide a justification	Prerequisites / Corequisite Prerequisite: RDNG 0321-minimum grade of C or a score on a state-approved test indicating readiness for RDNG 0331. Required by the department offering this course.
List any co-requisites (prefix and number) and provide a justification	None
Are there fees? (Yes or No) and if so, please list the fee information	\$20.00 lab fee.
Number of semester credit hours or contact hours	3 semester hours
Number of weekly lecture hours (If none, please leave blank)	2 lecture hours
Number of weekly lab hours (If none, please leave blank)	3 lab hours
Number of weekly external hours (If none, please leave blank)	

Amarillo College Curriculum Committee Form

Course Changes – Add a New Course to the Inventory

Program Division: Health Sciences
Department: Medical Data Specialist
Program Point of Contact: Judy Massie, Program Director (354-6068)
Date of Submission: April 8, 2016

Requested Information	Information Response
Associated 6-digit CIP (If Applicable): <ul style="list-style-type: none"> ACGM – Use first 6 of "Approval Number" WECM – Course Inventory CIP Number 	WECM 51.0707
Associated Study Area Identify primary program associated with course	Medical Data Specialist
Planned Effective Date:	Term: <u>Fall</u> Year: <u>2016</u>
Course Title (Written Out):	Pharmacology
Course Prefix and Number:	HITT 1249
Course Description:	Prerequisites / Corequisite Prerequisite: None Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. (2 sem hrs: 2 lec)
Reason/Justification for Request: (Considerations may include other institutions offering the course, industry need, transferability, etc.): Course is being added to the program course inventory because students need the basics of pharmacology in order to be successful in other courses in the program and in the workforce.	

Requested Information	Information Response
On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.	
Course Type	<ul style="list-style-type: none"> Workforce Education Manual (WECM)
Instructional Method	<ul style="list-style-type: none"> Lecture – Instruction delivered in face-to-face format Faculty give oral presentation facts/figures.
Is this class intended to be included in next year's core curriculum?	<ul style="list-style-type: none"> No

If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank.

Course Outcomes for Course Not Intended for Core

Learning Outcomes

Upon successful completion of this course, students will:

1. Identify the drugs associated with the treatment process; and examine drug therapy.

If is a class intended for core inclusion, please complete this table. Otherwise, leave this table blank.

Course Outcomes (List course outcomes)	1. 2.
For what foundational component area is the course proposed? (Delete options that do not apply) (See "core inclusion" link for details)	<ul style="list-style-type: none"> • Communication (Core 10) • Mathematics (Core 20) • Life and Physical Sciences (Core 30) • Language, Philosophy, and Culture (Core 40) • Creative Arts (Core 50) • American History (Core 60) • Government/Political Science (Core 70) • Social and Behavioral Science (Core 80)Component Area Option (Core 90)
What are the required THECB Objectives? (Delete options that do not apply) (See "core inclusion" link for details)	<ul style="list-style-type: none"> • Critical Thinking • Communication • Empirical and Quantitative Skills • Teamwork • Social Responsibility • Personal Responsibility
Identify information related to your plan to submit information showing alignment with the THECB requirements.	<ul style="list-style-type: none"> • Person who will submit: <u> (name) </u> • Date plan to submit proposal: <u> (month, day, year) </u>

Requested Information	Information Response
On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.	
Is this a unique needs course?	<ul style="list-style-type: none"> • No
Is this a local needs course?	<ul style="list-style-type: none"> • No
What is the session cycle?	<ul style="list-style-type: none"> • Fall only
What is the yearly cycle?	<ul style="list-style-type: none"> • Every year
What is the retake policy?	<ul style="list-style-type: none"> • May be taken two times

Requested Information	Information Response
List any pre-requisites (prefix and number) and provide a justification	None.
List any co-requisites (prefix and number) and provide a justification	None
Are there fees? (Yes or No) and if so, please list the fee information	None
Number of semester credit hours or contact hours	2 semester hours
Number of weekly lecture hours (If none, please leave blank)	2 lecture hours
Number of weekly lab hours (If none, please leave blank)	

Number of weekly external hours (If none, please leave blank)	
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Amarillo College Curriculum Committee Form

Program Changes – Revise Curriculum

Program Division: Health Sciences
Department: Medical Data Specialist
Program Point of Contact: Judy Massie, Program Director (354-6068)
Date of Submission: April 8, 2016

Requested Information	Information Response
Associated 6-digit CIP (If Applicable): Use the CIP for the majority of the courses within the program <ul style="list-style-type: none"> ACGM – Use first 6 of "Approval Number" WECM – Course Inventory CIP Number 	CIP 51.0707
Associated Study Area Identify primary program associated with course	Medical Data Specialist
Planned Effective Date:	Term: <u>Fall and Summer</u> Year: <u>2016 – 2017</u>
Current Program Title (Written Out): (e.g. Aviation Maintenance Technology)	Medical Data Specialist
Degree Audit Name (e.g. AERM.AAS)	MDSP.CERT
Reason/Justification for Request: Deleting courses no longer necessary for the workforce and adding courses for student success which are also necessary for the workforce.	
Potential Impact on Current Students Enrolled in Certificate or Degree Programs: No impact.	

Requested Information	Information Response
On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.	
Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)?	<ul style="list-style-type: none"> Yes
Does this change involve a move from clock to credit hours?	<ul style="list-style-type: none"> No
This change relates to the following items	<ul style="list-style-type: none"> Change the number of SCH of award

COURSE SEQUENCING AND REQUIREMENTS – For Catalog

- On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
- On "New" side, use bold/red font to indicate new courses
- Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

CURRENT CURRICULUM		PROPOSED CURRICULUM	
Degree Name:	Medical Data Specialist	Degree Name:	Medical Data Specialist
Total Credit Hours:	36-42	Total Credit Hours:	35-42
Total Clock Hours:	1376	Total Clock Hours:	1264

CURRENT Major Course Requirements Hours = 25 INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS			PROPOSED Major Course Requirements Hours = 27 INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS		
Course Prefix and Number	Course Name	Credit Hours	Course Prefix and Number	Course Name	Credit Hours
BIOL 2401	Human Anatomy & Physiology I	4	BIOL 2401	Human Anatomy & Physiology I	4
BIOL 2402	Human Anatomy & Physiology I	4	BIOL 2402	Human Anatomy & Physiology I	4
HITT 1305	Medical Terminology	3	HITT 1305	Medical Terminology	3
HPRS 1205	Essentials of Medical Law/Ethics for Health Professionals	2	HPRS 1205	Essentials of Medical Law/Ethics for Health Professionals	2
MDCA 1302	Human Disease/Pathophysiology	3	MDCA 1302	Human Disease/Pathophysiology	3
POPM 1327	Medical Insurance	3	POPM 1327	Business Computer Applications	3
POFT 1301	Business English	3	POFT 1301	Medical Insurance	3
			HITT 1249	Business English	3
				Pharmacology	2

CURRENT Major Course Option Hours = 17			PROPOSED Major Course Option Hours = 15		
INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS			INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS		
OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES Administrative (Note: if multiple options exist, merge cells to indicate next option block)			OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES Administrative (Note: if multiple options exist, merge cells to indicate next option block)		
Course Prefix and Number	Course Name	Credit Hours	Course Prefix and Number	Course Name	Credit Hours
HITT 1341	Coding and Classification Systems	3	HITT 1341	Coding and Classification Systems	3
HITT 1342	Ambulatory Coding	3	HITT 1342	Ambulatory Coding	3
MDCA 1264	Practicum	2	MDCA 1264	Practicum	2
MDCA 1321	Administrative Procedures	3	MDCA 1321	Administrative Procedures	3
MRMT 1407	Medical Transcription I	4	MRMT 1407	Medical Transcription I	4

SPANL 1201	Health Care Spanish	2	
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CURRENT Major Course Option Hours = 11			PROPOSED Major Course Option Hours = 11		
INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS			INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS		
OPTION 2: CHOOSE X MANY OUT OF THESE CHOICES Coding (Note: If multiple options exist, merge cells to indicate next option block)			OPTION 2: CHOOSE X MANY OUT OF THESE CHOICES Coding (Note: If multiple options exist, merge cells to indicate next option block)		
Course Prefix and Number	Course Name	Credit Hours	Course Prefix and Number	Course Name	Credit Hours
HITT 1266	Practicum	2	HITT 1266	Practicum	2
HITT 1341	Coding and Classification Systems	3	HITT 1341	Coding and Classification Systems	3
HITT 1342	Ambulatory Coding	3	HITT 1342	Ambulatory Coding	3
HITT 2335	Coding and Reimbursement Methodologies	3	HITT 2335	Coding and Reimbursement Methodologies	3

CURRENT Major Course Option Hours = 11			PROPOSED Major Course Option Hours = 8		
INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS			INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS		
OPTION 3: CHOOSE X MANY OUT OF THESE CHOICES Transcription (Note: If multiple options exist, merge cells to indicate next option block)			OPTION 3: CHOOSE X MANY OUT OF THESE CHOICES (Note: If multiple options exist, merge cells to indicate next option block)		
Course Prefix and Number	Course Name	Credit Hours	Course Prefix and Number	Course Name	Credit Hours
MRMT 1407	Medical Transcription I	4	MRMT 1407	Medical Transcription I	4
MRMT 2433	Medical Transcription II	4	MRMT 2433	Medical Transcription II	4
ACSL 2340	Advanced Word Processing	3			

Course Sequencing and Requirements Notes:					
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NEW PROGRAM COURSE SEQUENCING AND REQUIREMENTS – For WECM Submission/Advising

1st Year

1st Semester 18 hours

Prefix (e.g. ENGL)	Number (e.g. 1301)	Course Name	Course Type (ACGM/WECM)	Weekly Lecture Hrs.	Weekly Lab Hrs.	Weekly External Hours	Contact Hours (If Applicable)	Credit Hours
BIOL	2401	Human Anatomy & Physiology I	ACGM	3	3		96	4
HITT	1305	Medical Terminology I	WECM	3			48	3
BCIS	1305	Business Computer Applications	ACGM	2	3		80	3
POFT	1301	Business English	ACGM	3			48	3
HITT	1249	Pharmacology	WECM	2			32	2
POFM	1327	Medical Insurance	WECM	3			48	3

Commented [KDM1]: Note: You only need to add the Weekly Lecture Hour, Weekly Lab Hour, Weekly External Hour, and Contact Hour Information for the newly added courses to this particular program.

2nd Semester Administrative Option 18 hours

Prefix (e.g. ENGL)	Number (e.g. 1301)	Course Name	Course Type (ACGM/WECM)	Weekly Lecture Hrs.	Weekly Lab Hrs.	Weekly External Hours	Contact Hours (If Applicable)	Credit Hours
HPRS	1205	Law/Ethics	WECM	2			32	2
MDCA	1302	Human Diseases/Pathophysiology	WECM	3			48	3
HITT	1341	Coding & Classification Systems	WECM	3	1		64	3
HITT	1342	Ambulatory Coding	WECM	3	1		64	3
MDCA	1321	Administrative Procedures	WECM	3			48	3
MRMT	1407	Medical Transcription I	WECM	1	7		128	4

3rd Semester Summer Administrative Option 6 hours

Prefix (e.g. ENGL)	Number (e.g. 1301)	Course Name	Course Type (ACGM/WECM)	Weekly Lecture Hrs.	Weekly Lab Hrs.	Weekly External Hours	Contact Hours (If Applicable)	Credit Hours
BIOL	2402	Human Anatomy & Physiology	ACGM	3	3		96	4
MDCA	1264	Practicum	WECM				240	2

2nd Semester Coding Option 15 hours

Prefix (e.g. ENGL)	Number (e.g. 1301)	Course Name	Course Type (ACGM/WECEM)	Weekly Lecture Hrs.	Weekly Lab Hrs.	Weekly External Hours	Contact Hours (If Applicable)	Credit Hours
HPRS	1205	Law/Ethics	WECEM	2			32	2
MDCA	1302	Human Diseases/Pathophysiology	WECEM	3			48	3
HITT	1341	Coding & Classification Systems	WECEM	3	1		64	3
HITT	1342	Ambulatory Coding	WECEM	3	1		64	3
BIOL	2402	Human Anatomy & Physiology	ACGM	3	3		96	4

3rd Semester Summer Coding Option 5 hours

Prefix (e.g. ENGL)	Number (e.g. 1301)	Course Name	Course Type (ACGM/WECEM)	Weekly Lecture Hrs.	Weekly Lab Hrs.	Weekly External Hours	Contact Hours (If Applicable)	Credit Hours
HITT	2335	Coding & Reimbursement Methodologies	WECEM	3	1		64	3
MDCA	1266	Practicum	WECEM				240	2

2nd Semester Transcription Option 9 hours

Prefix (e.g. ENGL)	Number (e.g. 1301)	Course Name	Course Type (ACGM/WECEM)	Weekly Lecture Hrs.	Weekly Lab Hrs.	Weekly External Hours	Contact Hours (If Applicable)	Credit Hours
HPRS	1205	Law/Ethics	WECEM	2			32	2
MDCA	1302	Human Diseases/Pathophysiology	WECEM	3			48	3
MRMT	1407	Medical Transcription I	WECEM	1	7		128	4

3rd Semester Summer Transcription Option 4 hours

Prefix (e.g. ENGL)	Number (e.g. 1301)	Course Name	Course Type (ACGM/WECEM)	Weekly Lecture Hrs.	Weekly Lab Hrs.	Weekly External Hours	Contact Hours (If Applicable)	Credit Hours
MRMT	2433	Medical Transcription II	WECEM	1	7		128	4