The Basic Business Skills for the Medical Office Program prepares students for entry-level medical office positions, such as a receptionist or an admitting clerk in a health care facility. Students learn basic office/clerical skills, which includes, but is not limited to - basic computer skills, keyboarding, medical terminology and software used in medical offices. **Advisory Entrance Requirements:** Working knowledge of Windows and ESL Level 7/8. **Exit Requirements:** Successful completion of all courses with a grade of B or higher. Typing 45 net wpm with no more than 10% error rate. *Students must complete two sections of COMP 9908-Microcomputer Applications: Current Topics (MediSoft Level 1 and Level 2).**

**Course** | **Hours**
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BOSS 4503 Business English | 90
WOPR 9486 Word Processing, Beginning and WOPR 9995 Word Processing, Intermediate or WOPR 9990 Word Processing – Multi-level | 90
COMP 9905 Computer Applications-Introduction or COMP 9857 Microcomputer Business Applications | 45-90
BOSS 5502 Clerical Keyboarding (includes business correspondence formatting and 10-key) | 180
BUSG 9901 Business Vocabulary | 45
COMP 9908 Microcomputer Applications: Current Topics* | 90
BOSS 4511 Effective Business Communications | 90
COMP 9900 Spreadsheets, Beginning | 45
COMP 9904 Spreadsheets, Intermediate or COMP 9936 Outlook, Level 1 | 45
BOSS 3500 Job Preparation | 45

**Total Hours** | **765-810**