

# BASIC BUSINESS SKILLS FOR MEDICAL OFFICE

## 450 HOURS Tuition Free - Mission Center

**Program Goal.** Prepare students for entry-level medical office positions, such as a receptionist or an admitting clerk. Topics include basic skills in Microsoft Office (Word, Excel, and PowerPoint), basic office/clerical procedures, keyboarding, simple medical terminology. Students will also learn MediSoft an office management software system that streamlines scheduling and billing procedures.

### Learning Outcomes:

- Qualify for entry-level position in a medical office
- Keyboard a minimum of 35 net words per minute (wpm) with no more than 10% error rate
- Use technology (MediSoft, Microsoft Word, Excel, and PowerPoint) as a tool to complete essential business office tasks
- Prepare and interpret simple business statements for the medical office
- Apply standard business English to oral and written communications. Including grammar, punctuation. Mechanics, vocabulary, style, and usage

### Advisory Entrance Requirements:

Completion of noncredit ESLN 3700 or TRST 2322, COMP 9889, and WOPR 9486 or equivalent; type 25 wpm.

### Exit Requirements:

Exit Requirements: Successful completion of all courses with a passing grade of “C” or higher. Type 35 net wpm with no more than 10% error rate (time test administered by keyboarding instructor and submitted with petition). Minimum attendance of 80% in all courses. The minimum time for completion of this certificate is two semesters. Completion time will vary based on student preparation and number of classes completed per semester.

### ***450 Hours Available for Courses Required for the Basic Business Skills for Medical Office - Fall 2016!***

X	CORE FALL 2016	CHINATOWN	CIVIC CENTER	DOWNTOWN	JOHN ADAMS	MISSION	HRS
	BOSS 4500 Business English I	82873		81339	82954	Fall 2017	45
	BOSS 4510 Business Communications			82067		Fall 2017	45
	BOSS 5500 Keyboarding for Computers	81346 & 82958	82956 & 82957	82264 & 82769	82876	82766	45
	BOSS 5509 Office Procedures for the 21 <sup>st</sup> Cent.				82881	Fall 2017	45
	BUSG 9901 Business Vocabulary	n/a	n/a	n/a	n/a	82555	45
	COMP 9900 Microsoft Excel for Business I	82394	82960	80226 & 82883	80230 & 82618	80774 & 80229	45
	COMP 9908 Computer & Web-based Apps.	6 sections required (MediSoft Level 1-6 at Mission Center)				82568	45
	COMP 9928 PowerPoint for Business	80862		80861	80913	81043 & 82964	45
	COMP 9936 Outlook for Office Support	82965			82898	82966	45
	WOPR 9995 Microsoft Word for Business II	82998		Spring 2017		82999 & 83000	45