

Advisor _____
 Assigned By _____



Name _____
 Date _____

EDUCATIONAL PLAN

Certificate of Proficiency – Medical Office Assistant

Course Placement Recommendations: English _____ Reading _____ Math _____

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| <input type="checkbox"/> COMPASS | <input type="checkbox"/> ENGL 098 | <input type="checkbox"/> READ 099 | <input type="checkbox"/> MATH 095 | <input type="checkbox"/> MATH 098 |
| <input type="checkbox"/> ASSET | <input type="checkbox"/> ENGL 099 | | <input type="checkbox"/> MATH 096 | <input type="checkbox"/> MATH 099 |

Prerequisites include: demonstrated proficiency in math, reading, English, keyboarding and basic computer skills

Fall Quarter **Credits**

BTEC	107	Electronic Medical Records	3
BTEC	233	Files Management	3
HR	110	Human Relations-Workplace	5
BTEC	102	Skillbuilding I	3
MA	260	Medical Terminology	<u>4</u>
			18

Winter Quarter **Credits**

BTEC	110	Business English	5
BTEC	210	Word I	5
BTEC	255	Insurance and Billing	5
HLTH	145	Safety & Fitness	<u>3</u>
			18

Spring Quarter **Credits**

BIOL&	170	Human Biology	5
BTEC	261	Medical Office Procedures	5
BTEC	120	Applied Business Math	5
BTEC	266	Medical Law & Ethics	<u>3</u>
			18

Total Credits 54

QTR/YR _____ CREDITS _____

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QTR/YR _____ CREDITS _____

QTR/YR _____ CREDITS _____

QTR/YR _____ CREDITS _____

QTR/YR _____ CREDITS _____

Business

EMPHASIS: Medical Office Assistant Certificate of Proficiency

Purpose:

The Medical Office Assistant Certificate program combines general office skills with studies in medical terminology, human biology, medical office procedures, and medical machine transcription.

Program Outcomes - Students who successfully complete this program should be able to:

- A. Demonstrate the ability to keyboard with speed and accuracy
- B. File correctly using alphabetic, numeric, geographic, and subject filing systems
- C. Apply rules of grammar, punctuation, and spelling in written and oral communications
- D. Prepare documents using advanced features in word processing software
- E. Format basic business letters, memos, reports, tables, and newsletters to office standards
- F. Solve basic business math problems
- G. Operate a 10-key electronic calculator by touch
- H. Analyze and calculate data using spreadsheet software
- I. Demonstrate the ability to apply acquired skills in the workplace
- J. Demonstrate the ability to relate effectively with others in the classroom
- K. Demonstrate human relations skills and professional behavior necessary for successful job performance
- L. Use medical terms correctly
- M. Obtain a first aid certificate
- N. Demonstrate an understanding of human biology
- O. Possess a basic understanding of medical office procedures using medical charts and records, electronic records, receiving visitors, scheduling appointments, and confidentiality in a medical office

Learning Themes:

General education outcomes at Centralia College help students, faculty, and the general public identify what learning is expected when a student has completed a degree or program. The administration, faculty, and staff have agreed upon the following five Learning Ability Themes which students can expect to encounter in most courses and by the completion of any degree or program.

Reasoning:

The ability to extract information from data, develop ideas and solutions, establish logical progression in thinking, and problem solve using such procedures as literary analysis or the scientific methods.

Written, Oral and Visual Communication:

The ability to make oneself understood in public, interpersonal, professional, artistic, and technical arenas.

Exploration-Self and Others:

An awareness of the values, beliefs, customs, and contributions of persons from one's own and other traditions, ethnicities, classes, and genders.

Resourcefulness:

The ability to adapt to change, such as technological innovations or environmental conditions.

Responsibility:

The ability to be accountable to self, society, and the natural world.

Estimated Quarterly Program Costs (subject to change without notice)

Tests: Accuplacer	\$15
Resident Tuition (15 credits) and fixed fees*:	\$1399
US Citizen Nonresident Tuition (15 credits) and fixed fees*:	\$1536
Non US Citizen Nonresident Tuition (15 credits) and fixed fees*:	\$3202
*Tuition is subject to change due to State Legislative actions	
Books and supplies (estimate):	\$516
Lab fees:	\$18

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