

Medical Front Office Certificate 54-59 Credits

This certificate program provides students an opportunity to develop essential medical front office/reception skills. After completing the program students will be qualified to secure employment as a medical front office receptionist in an entry level position. Students in this program must complete each class with a grade of 2.0 or higher. Many of these credits may be applied to other Business Technologies and Administrative Careers degree programs. Students may enter this program at the beginning of any quarter.

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Dept/No.	Course Title	Credits
BTAC 100	Fundamentals of Computers	5
* BTAC 102	Intermediate Keyboarding	5
# BTAC 110	Business Math Applications	5
BTAC 112 or BTAC 255	Beginning Word or Advanced Word	5
BTAC 125	Medical Terminology for Office Administration	5
# BTAC 130	Business Correspondence	5
BTAC 132	Business Communication Applications	5
BTAC 177 and COOP 171	BTAC Work Experience 1 and Work Experience Seminar	3 1
# BTAC 245	Medical Office Procedures	5
# BUS 166	Human Relations and Work Readiness	5
# CMST 100 or CMST& 210 or CMST& 220	Fundamentals of Oral Communication or Interpersonal Communication or Public Speaking	5 5
Reading	Eligible for READ 104 (as determined by the appropriate placement score) or completion of READ 094	0-5

To enhance the student's preparation for future employment, the following are recommended:

ACCT 110	Practical Financial Accounting 1	5
BTAC 101	Beginning Keyboarding	5
BTAC 107 and/or BTAC 108	Typing Speed and Accuracy 1 and/or Typing Speed and Accuracy 2	2
° BTAC 111	Introduction to Computer Literacy	5
BTAC 112 or BTAC 255	Beginning Word or Advanced Word	5 5
° BTAC 115	Professional Image Building	5
BTAC 140	Records Management	5

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BTAC 150	Introduction to Windows	5
BTAC 162 or	Introduction to Excel or	
BTAC 163	Advanced Excel	5
BTAC 175	Instructor Assistant	1-5
BTAC 185	Introduction to Microsoft Access	5
BTAC 214	Introduction to Information Security	5
BTAC 250	Office Relations and Procedures	5
BUS& 101	Introduction to Business	5

Satisfies related instruction requirements.

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

° Qualifies as AA-DTA activity credit.