

Office Technology

Administrative Assistant

Program Description

This program is designed to develop technical and communication skills required for management support. Computer literacy, keyboarding skills, document formatting, proofreading and grammatical skills, presentation skills, spreadsheet, and organizational skills are emphasized.

Certificate of Achievement and Associate in Science Degree

A Certificate of Achievement can be obtained upon successful completion of all courses. An Associate in Science Degree can be obtained upon completion of 60 units, including the required courses in the major, and the general education requirements. All courses for the major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete the Administrative Assistant Certificate of Achievement/ Associate Degree will be able to:

1. Demonstrate mastery of the alpha and numeric typewriting keyboard.
2. Demonstrate mastery in the keyboarding of correspondence, manuscripts, and compositions under timed conditions with established accuracy and formatting standards using proper techniques.
3. Develop a high degree of competency and a broad knowledge of skills as they relate to general office procedures.

REQUIRED COURSES: Units

BUS 092 Business Communication 3
BUS 100 Work Readiness 1.5
BUS 181 Business Mathematics 1

CIS 001 Introduction to Computer Science 3
OR
CIS 050 Microcomputer Applications 3

CIS 066 Microsoft Word 3
CIS 073 Microsoft Excel 3
CIS 090 Introduction to PowerPoint 1.5
CIS 091 Microsoft Outlook 1.5
OCED 090 Occupational Work Experience 1
OT 054A Beginning Keyboarding A 1.5
OT 054B Beginning Keyboarding B 1.5
OT 055A Intermediate Keyboarding/
Word Processing A 1.5
OT 055B Intermediate Keyboarding/
Word Processing B 1.5
OT 056 Business Grammar and Proof Reading 2
OT 151 Office Systems & Procedures 3
OT 162 Ten-Key 1
Total Units: 30.5

This is a Gainful Employment Program. For additional information, please visit
http://www.solano.edu/gainful_employment/ and select "Office Technology Administrative Assistant."

Office Technology

Medical Front Office Clerk

Program Description

The goal of this program is to prepare students to enter the health care industry at an entry-level position in two semesters.

Certificate of Achievement

A Certificate of Achievement can be obtained upon successful completion of the 26-unit major below. All courses must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete the Medical Front Office Clerk Certificate of Achievement will be able to:

1. Demonstrate alpha and numeric keyboarding skills at 40 wpm with established accuracy.
2. Demonstrate computer literacy and word processing skills related to formatting business documents.
3. Use medical terminology for human diseases.
4. Demonstrate the differences in medical insurance and explain the duties of a medical office assistant, HIPPA.
5. Demonstrate ability to type medical documents and facility at using medical software such as Medisoft.
6. Employ the necessary soft skills to apply and find employment and keep it.

REQUIRED COURSES

(listed in recommended sequence)Units

Semester 1

NURS 111 Medical Terminology	3
OT 060 Administrative Medical Assistant.....	3
CIS 066 Microsoft Word.....	3
OT 054A Beginning Keyboarding A.....	1.5
OT 054B Beginning Keyboarding B.....	1.5
CIS 091 Microsoft Outlook.....	1.5

Semester 2

BUS 100 Work Readiness	1.5
OT 056 Business Grammar and Proofreading	2
OT 059 Medical Keyboarding and Computer Applications.....	3
OT 061 Health Insurance.....	3
OT 101 Study of Human Diseases for Medical Assistants	3
Total Units	26

This is a Gainful Employment Program. For additional information, please visit http://www.solano.edu/gainful_employment/ and select "Medical Front Office Clerk."

Office Technology

Medical Office and Coding Specialist

Program Description

This program builds upon the Medical Front Office Clerk program. Additional course work prepares students to perform medical front office duties including Medical Coding.

Certificate of Achievement and Associate in Science Degree

The Certificate of Achievement can be obtained upon successful completion of all courses. The Associate in Science Degree can be obtained upon completion of 60 units, including the required courses in the selected major, and the general education requirements. All courses for this major must be completed with a grade of C or better or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes:

Students who complete the Medical Office and Coding Specialist Certificate of Achievement/ Associate Degree will be able to:

1. Apply both coding diagnostic and procedural for insurance billing while demonstrating understanding of medical terminology.
2. Enter patient information into medical software.
3. Keyboard accurately using the proper technique at 45+ wpm.

REQUIRED COURSES Units

BUS 092 Business Communication	3
BUS 100 Work Readiness	1.5
BUS 181 Business Mathematics	1
CIS 066 Microsoft Word	3
CIS 073 Microsoft Excel	3
CIS 091 Microsoft Outlook	1.5
NURS 111 Medical Terminology	3
OCED 090 Occupational Work Experience	1
OT 054A Beginning Keyboarding A	1.5
OT 054B Beginning Keyboarding B	1.5
OT 055A Intermediate Keyboarding/ Word Processing A	1.5
OT 055B Intermediate Keyboarding/ Word Processing B	1.5
OT 056 Business Grammar and Proof Reading	2
OT 059 Medical Keyboarding and Computer Applications	3
OT 060 Administrative Medical Assistant	3
OT 061 Health Insurance	3
OT 063 Introduction to ICD-CM Coding	3
OT 064 Intermediate ICD-CM Coding	3
OT 066 CPT-IV Coding	3
OT 101 Study of Human Diseases for Medical Assistants	3
OT 151 Office Systems & Procedures	3
Total Units	49

Recommended Electives:

ACCT 180 Introduction to Accounting
CIS 001 Introduction to Computer Science
CIS 050 Microcomputer Applications
CIS 078 Access - Database Management System
CIS 090 Introduction to PowerPoint
MGMT 055 Management/Leadership Skills
OCED 090 Occupational Work Experience

This is a Gainful Employment Program. For additional information, please visit http://www.solano.edu/gainful_employment/ and select "Office Technology Medical Office and Coding Specialist."

Office Technology

OT 054A 1.5 Units
Beginning Keyboarding A

OT 054A is an individualized beginning keyboarding course taught on the computer. Touch typing is developed for the alphabet, punctuation, symbols, and top row number keys. Speed will be built to a minimum of 20 words per minute. Students may test out of OT 54A if they can meet a minimum of 20 wpm with proper technique. *Three hours lecture (8-week course).*

OT 054B 1.5 Units
Beginning Keyboarding B

Prerequisite: OT 054A with a minimum grade of C or instructor consent. OT 054B is an individualized beginning keyboarding course taught on the computer. Touch typing is developed for the alphabet, punctuation, symbols, and top row number keys. Speed will be built to a minimum of 30 words per minute. Materials studied include production of documents such as correspondence, memos, reports and tables in standard formats. *3 hours lecture (8-week course).*

OT 055A 1.5 Units
Intermediate Keyboarding/Word Processing A

Prerequisite: OT 054B with a minimum grade of C or instructor recommendation. Course Advisory: CIS 066 with a minimum grade of C. OT 055A is a keyboarding course using a computer with units of study including skill building, correspondence, reports, compositions, tables, special projects, and business forms. Speed will be built to a minimum of 35 words per minute. *3 hours lecture (8-week course).*

OT 055B 1.5 Units
Intermediate Keyboarding/Word Processing B

Prerequisite: OT 055A with a minimum grade of C or instructor recommendation. An individualized keyboarding course using a computer with units of study including skill building, correspondence, reports, compositions, tables, special projects, and business forms. Speed will be built to a minimum of 40 words per minute. *Three hours lecture (8-week course).*

OT 056 2.0 Units
Business Grammar and Proof Reading

Prerequisite: OT 055B with a minimum grade of C or P, or pass the placement test. Course Advisory: SCC minimum English and Math standards. This course is designed to prepare students for professional work in an office with a heavy emphasis on business grammar and proof-reading. Speed will be built to a minimum of 50 words per minute. *Two hours lecture.*

OT 059 3.0 Units
Medical Keyboarding and Computer Applications

Prerequisite: Completion of all modules of OT 054 with minimum grade of C or P or passing the OT 059 placement test; and Nursing 111 (may be taken concurrently). Course Advisory: SCC minimum English standard. A medical document processing course. Students will process documents in various medical specialty units including: head and neck, cardiovascular medicine, plastic surgery, allergy / immunology, urology, surgery, oncology, dermatology, and internal medicine. Students will build keyboarding speed and accuracy. *Three hours lecture, two hours lab.*

OT 060 3.0 Units
Administrative Medical Assistant

Course Advisory: Eligibility for English 001 and SCC minimum Math standard. This course introduces the student to the responsibilities of an Administrative Medical Office Assistant including: HIPPA (legal and ethical considerations), interpersonal skills, scheduling appointments in person and by telephone, records and file management, written communications, and financial duties. This course will be offered in the Learning Community for the Medical Front Office Clerk Program. It may also be offered as a course which could be taken in conjunction with the Medical Office Specialist Program. *Three hours lecture.*

OT 061 3.0 Units
Health Insurance

Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard. Introduces health insurance claims processing and reimbursement issues. Discusses the major health care insurance programs and the impact of federal regulations. The course introduces the use of diagnosis and procedures coding. Teaches the student how to accurately complete a claim. This class is offered as part of the Medical Front Office Clerk Learning Community. If taken as part of the community, students must enroll in all other Learning Community courses. The course may also be offered independently. *Three hours lecture.*

Office Technology

OT 100 1.0 Units
Skill Building on the Computer Keyboard

Course Advisory: Ability to touch type at 20 wpm; SCC minimum English and Math standards. Individualized skill building keyboarding course taught on the microcomputer. Speed and accuracy skills are enhanced on the alphabet, punctuation, and numbers. The unit of study includes identifying the specific needs of the individual and then assigning diagnostic drills, skill-development practice and pre and post-testing. The skill building goal will be to increase typing speed or straight copy 3- to 5-minute timed writings between 5 to 10 words per minute above the starting rate with an accuracy level of not more than one error per minute. *Two hours lecture (8-week course).*

OT 101 3.0 Units
Study of Human Diseases for Medical Assistants

Course Advisory: SCC minimum English standard. Study of the pathological process, imparting basic knowledge to paramedical personnel. The student will study the basic concepts, terminology, etiology and characteristics of pathological processes. Diseases are classified according to both causative agents and the body system to which they relate. *Three hours lecture.*

OT 151 3.0 Units
Office Systems & Procedures

Corequisite: One unit of OCED 90. Prerequisite: Typing rate of 45 words per minute and microcomputer word processing skills. Course Advisory: SCC minimum English and Math standards. An advanced level course designed to complete the training of Office Technology program students in office systems and procedures. Course should be taken during the student's final semester of the program or as a refresher for experienced business students. One unit of work experience will be required in the specialty area of the student's major. *Three hours lecture.*

OT 162 1.0 Units
Ten-Key

Course Advisory: SCC minimum English and Math standards. Individualized course offering the fundamentals of operating the ten-key microcomputer number keypad. The touch system of operation and continuous speed and accuracy development are emphasized throughout the course. *Two hours lecture (8-week course).*

OT 163 3.0 Units
Introduction to Diagnostic Coding

Prerequisite: A minimum grade of C in OT 101 and NURS 111. Course Advisory: SCC minimum English standard; A minimum grade of C in BIO 016 and BIO 016L. Introductory course in the basic principles of coding disease and procedures using the International Classification of Disease, Clinical Modification (ICD--CM) and ICD--CM coding handbook for entry-level coders. Current ICD--CM books only will be utilized in this course. The accuracy of coding using the ICD-DM manual is the focus of this course. The impact of coding on reimbursement will be discussed. *Three hours lecture.*

OT 164 3.0 Units
Intermediate ICD-PCS Coding

Prerequisite: Minimum grade of C in NURS 111 and OT 101. Course Advisory: SCC minimum English standard. This course explores the guidelines, conventions, and process for selecting procedural codes for inpatient claims. The course will focus on Procedural Coding System (PCS) coding in compliance with The Centers for Medicare and Medicaid Services (CMS) and the National Center for Health Statistics (NCHS) guidelines for coding and reporting using the International Classification of Diseases, Procedure Coding System (ICD-PCS). ICD-PCS is a procedure classification published by the United States for classifying procedures performed in hospital inpatient health care settings. *Three hours lecture.*

OT 166 3.0 Units
Current Procedural Coding

Prerequisite: NURS 111 and OT 101. Course Advisory: Minimum grade of C in OT 063 and OT 064; SCC minimum English and Math standards. Course that covers the principles and mechanics of coding professional services rendered using the CURRENT PROCEDURAL TERMINOLOGY (CPT-IV) coding system. *Three hours lecture.*