

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 by completing the 30.5-unit major. An Associate in Science Degree can be obtained upon completion the 30.5-unit major, and general education requirements and electives. All courses for the major must be completed with a minimum grade of C 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.

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|--|--------------|---|------------|
| REQUIRED COURSES: | Units | Solano General Education..... | 21 |
| (listed in recommended sequence) | | Electives (as needed to reach 60 units)..... | 8.5 |
| CIS 066 Microsoft Word | 3 | Total Degree Units Solano GE..... | 60 |
| CIS 001 Introduction to Computer Science | 3 | | |
| or | | | |
| CIS 050 Microcomputer Applications | 3 | | |
| BUS 092 Business Communication | 3 | | |
| CIS 073 Microsoft Excel | 3 | | |
| OT 151 Office Systems & Procedures | 3 | | |
| OCED 090 Occupational Work Experience | 1 | | |
| CIS 090 Introduction to PowerPoint | 1.5 | | |
| CIS 091 Microsoft Outlook | 1.5 | | |
| 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 162 Ten-Key | 1 | | |
| BUS 100 Work Readiness | 1.5 | | |
| BUS 181 Business Mathematics | 1 | | |
| OT 056 Business Grammar and Proof Reading | 2 | | |
| Required Major 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

The Certificate of Achievement can be obtained upon completion of the 26-unit major. All courses must be completed with a minimum grade of C 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: Units

(listed in recommended sequence)

Semester 1: Units

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|--|-----|
| 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: Units

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|--|-----------|
| 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 completion of the 49-unit major. The Associate in Science Degree can be obtained upon completion of the 49-unit major, and general education requirements. All courses for this major must be completed with a minimum grade of C 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.

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|--|--------------|--|-----------|
| REQUIRED COURSES | Units | Solano General Education | 21 |
| BUS 092 Business Communication | 3 | Electives (as needed to reach 60 units) | 0 |
| BUS 100 Work Readiness | 1.5 | Total Degree Units Solano GE | 70 |
| 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 | | |
| Required Major Total Units | 49 | | |

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 Beginning Keyboarding A

1.5 Units

Transferable to CSU

Hours: 24-27 lecture.

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 the course if they can meet a minimum of 20 wpm with proper technique.

OT 054B Beginning Keyboarding B

1.5 Units

Prerequisite: OT 054A with a minimum grade of C or instructor consent.

Transferable to CSU

Hours: 24-27 lecture.

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.

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.

Transferable to CSU

Hours: 24-27 lecture.

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.

OT 055B

1.5 Units

Intermediate Keyboarding/Word Processing B

Prerequisite: OT 055A with a minimum grade of C or instructor recommendation.

Transferable to CSU

Hours: 24-27 lecture.

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.

OT 056

Business Grammar and Proof Reading

2.0 Units

Prerequisite: OT 055B with a minimum grade of C; or pass the placement test.

Course Advisory: SCC minimum English and Math standards.

Transferable to CSU

Hours: 32-36 lecture.

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.

OT 060 Administrative Medical Assistant

3.0 Units

Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard.

Transferable to CSU

Hours: 48-54 lecture.

Introduction 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.

OT 061 Health Insurance

3.0 Units

Course Advisory: Eligibility for ENGL 001 and SCC minimum Math standard.

Transferable to CSU

Hours: 48-54 lecture.

Introduction to 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.

OT 100

1.0 Unit

Skill Building on the Computer Keyboard

Course Advisory: Ability to touch type at 20 wpm; SCC minimum English and Math standards.

Hours: 16-18 lecture.

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.

Office Technology

OT 101

3.0 Units

Study of Human Diseases for Medical Assistants

Course Advisory: SCC minimum English standard.

Hours: 48-54 lecture.

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.

OT 151 Office Systems & Procedures

3.0 Units

Corequisite: One unit of OCED 090.

Prerequisite: Typing rate of 45 words per minute and microcomputer word processing skills.

Course Advisory: SCC minimum English and Math standards.

Hours: 48-54 lecture.

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.

OT 158 Medical Office Computer Applications 3.0 Units

Corequisite: NURS 111 with a minimum grade of C.

Course Advisory: SCC minimum English standard.

Hours: 48-54 lecture.

Navigates through the operations of a web-based Electronic Health Record/Total Practice Management program.

OT 162 Ten-Key

1.0 Unit

Course Advisory: SCC minimum English and Math standards.

Hours: 16-18 lecture.

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.

OT 163 Introduction to Diagnostic Coding

3.0 Units

Prerequisite: A minimum grade of C in OT 101 and NURS 111.

Course Advisory: A minimum grade of C in BIO 016 and BIO 016L

Hours: 48-54 lecture.

Introduction to the basic principles of coding disease and procedures using the INTERNATIONAL CLASSIFICATION OF DISEASE, Clinical Modification (ICD-CM) and the ICD-CM coding handbook for the entry-level coders. Current ICD-CM books only will be utilized in this course. The accuracy of coding using the ICD-CM manual is the focus of this course. The impact of coding on reimbursement will be discussed. Formerly OT 063.

OT 164 Intermediate ICD PCS Coding

3.0 Units

Prerequisite: A minimum grade of C in OT 101 and NURS 111.

Hours: 48-54 lecture.

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. Formerly OT 064.

OT 166 Current Procedural Coding

3.0 Units

Prerequisite: NURS 111; OT 101.

Course Advisory: A minimum grade of C in OT 063 and 064

Hours: 48-54 lecture.

Covers the principles and mechanics of coding professional services rendered using the CURRENT PROCEDURAL TERMINOLOGY (CPT-IV) coding system. Formerly OT 066.