

MEDICAL OFFICE CERTIFICATE OF ACHIEVEMENT

State Control Number: 07546

Program Code: BET.MEOF.CA

Program Length: 12 months

Approved for Federal Financial Aid: Yes

This curriculum is designed to prepare students to effectively carry out front medical office functions. Administrative duties include scheduling and receiving patients, maintaining medical records, office accounts, insurance forms, and transcription. See Medical Assistant for a program which includes both front and back office preparation and a clinical component.

Code	Title	Units
Required Courses		
ALDH 80	Pharmacology	3.0
ALDH 81	Medical Insurance	3.0
ALDH 82	Medical Office Procedures	4.0
ALDH 139	Medical Terminology	3.0
BET 68	Proofreading	3.0
or BET 143	Business English	
BET 104	Beginning Word Processing/Typing For½windows Abc	3.0
BET 123M	Machine Transcription-Medical	3.0
BET 124	Records Management	3.0
BET 136	Career Applications for Word Processing	3.0
BET 142	Office Technologies & Procedures	3.0
Complete one course from the following:		3.0
BET 100	Introduction to Computers	
BET 112	Spreadsheet: Excel for Windows A/B/C	
BET 118	Microsoft Access	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 141	OS: Windows A/B/C	
Total Units		34