Workforce Career Certification in Medical and Business Office Assisting IT

### Employability Skills Training
- **Professional Work Ethics** ........................................ 48 hours
- **Microcomputer Applications** ........................... 50 hours
- **Word Processing** .................................................. 48 hours
- **Applied Business Math** ........................................ 48 hours

### Pathway Classes
- **Business Communications** ................................. 48 hours
- **Medical Terminology** ...................................... 48 hours
- **Medical Business Practices** .............................. 60 hours

### Potential Certifications
- Career Readiness Certification, Workforce Career
- Employability Skills Certification, IC3 Certification,
- Microsoft Office Specialist Certification, Skills USA
- Employability, Skills USA Customer Service, Service
- Skills, and Workforce Career Certification in Medical
- Business Office Assisting

*The IT Medical Office Assisting Certificate is designed for a student who wants to work in an entry-level position in a medical or business office. The courses also provide a solid foundation for students planning to complete an associate degree at NEMCC*

**BOT 1133—Microcomputer Applications.**
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Lecture/lab.

**BOT 1213—Professional Development.**
This course emphasizes an awareness of interpersonal skills essential for job success. Three hours lecture.

**BOT 1143—Word Processing**
This course focuses on production of documents using word processing functions. Production with accuracy is stressed, and practice is given through a variety of documents for skill building. Lecture/lab.

**BOT 1313—Applied Business Math.** *(Industrial Maintenance Pathway will not take this class)*
This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. Three hours lecture.

**BOT 2813—Business Communication.**
(Prerequisites: Sophomore standing and Mechanics of Communications (BOT 1713) and Document Formatting and Production (BOT 1113) OR consent of instructor.) This course develops communication skills with emphasis on principles of writing business correspondence and preparing presentations using electronic media. Three hours lecture.

**MET 1113—Medical Terminology.**
This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedure, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation, and the use of computer assisted software. Two hours lecture and two hours laboratory.

**MET 1214—Medical Business Practices.**
This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis is placed on billing, collecting, bookkeeping and creating and maintaining medical records. The goal is to provide the student with practice situations through the use of simulated office settings, pegboard simulation, and demonstration. Three hours lecture and two hours lab.
Career Possibilities in Medical/Business Office Assisting Information Technology Certification

Common Core/Adult Basic Education
- Service and Computer Skills Development
  - GED classes
  - 6 college credits

Certificate of Technical Studies
- 12 college credits
- I-BEST program
- Earn 2 certifications

Associates Degree
- Healthcare Data Technology
- Office Systems Technology
- Medical Assisting Technology

Bachelors Degree
- University of Mississippi
- Mississippi State University
- Blue Mountain College

Mississippi’s drop-outs earn on average about $4,665 less annually than do high school graduates.

Office Assistant
Avg. Salary: $23,000.00

Medical Assistant
Avg. Salary: $31,000.00

Medical Office Manager
Avg. Salary: $38,000.00

Medical Department Manager
Avg. Salary: $63,000.00