

## **MEDICAL SECRETARY – CABOT Certificate Program**

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- The student will be able to produce cohesive, grammatically correct sentences for business documents and edit a variety of business documents.
- The student will be able to spell and pronounce words correctly.
- The student will be able to apply principles of alphabetic, numeric, geographic, and subject filing and be able to store, retrieve, retain, transfer, and dispose of records.
- The student will be able to compose entry-level correspondence using appropriate business language and will be able to proofread, edit, and revise business documents.
- The student will be able to solve algebraic equation and word mathematical problems pertaining to business situations.
- The student will be able to analyze medical office terminologies and to correctly spell and pronounce them, especially for each body system.
- The student will be able to demonstrate knowledge of the responsibilities of working as a receptionist in the front office; duties include preparing medical records and maintaining such, plus handling insurance claims, filing, charting and bookkeeping responsibilities.
- The student will be able to transcribe dictated materials with speed and accuracy using proper grammar, spelling, punctuation, and format; and to save, edit, and print such medical documents .
- The student should be able to use appropriate voice recognition software in speaking/dictating typical business communications; and to save, edit, and print such documents.
- The student will be able to identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.
- The student will be able to type by touch at a minimum of thirty (30) words a minute and to create, edit, and format advanced features for any business document including forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/endnotes, newsletters.
- The student will be able to create a Word document with or without a template; insert headers, footers, footnotes, and hyperlinks; edit and format characters, paragraphs, and sections of a document; save a document as a Word document and as a Web page.
- The student will be able to create, edit, format, save, and print spreadsheets using formulas and statistical, date and time, financial and logical functions to solve business problems; to apply and modify cell formats; to produce and edit pie, bar, column, and other charts to display business data clearly and accurately; and to apply conditional formatting to a range of cells to highlight selected data.

The assessment tools for this program may include any of the following options:

- Employer feedback during Internship/Externship experiences.
- Co-Ed outcomes.
- Capstone Course outcomes.
- Departmental exit interviews upon completion of the program.

- Student surveys/mailings from other relevant sources (i.e. Administration Office. Human Resources, Alumni, etc.).
- Results of entry-level employee tests (i.e. La County, LAUSD, etc.).