

# Business Technology Specialist

540 Hours / 16 Weeks

## Program Objectives:

This program of study prepares the student to work in the fields of: Legal or Medical, Accounting, Financial or any general office. Students learn how to work in any Medical, Legal, Accounting or financial office with our Medical, Legal, Microsoft Office and Accounting classes. Our intensive instruction on the Computer will enable the student to become a (MOS) Microsoft Office Specialist and have the opportunity take the (NHA), National Health Career Association, and MOS Certifications. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be employed as an entry level Medical Office Administrator, Medical Billing/ Medical Coding, Receptionist, Secretary, Legal Office Administrator, Legal Administrative Assistants, Legal Secretaries, Microsoft Office Specialist, Accounting Clerk, Administrative Assistant, Bookkeeper, Secretary or any Office position.

## Courses:

Windows	HCSPCS
Microsoft Word	Medisoft Software Overview
Microsoft Excel	Certification Preparation
Microsoft Access	Microsoft Office Integration
Microsoft PowerPoint	Insurance Form Evaluation
Microsoft Outlook	HIPAA
Anatomy	QuickBooks Accounting Software
Physiology	Keyboarding Techniques
Medical Office Skills	Law Office Skills
Medical Terminology	Legal Terminology
Medical Coding and Evaluation	Resume Preparation
ICD-9	Career Development
CPT-4	Internet Explorer