

## CERTIFICATE OF COMPLETION MEDICAL CLERICAL

The Certificate of Completion Medical Clerical prepares students to perform initial clerical duties in hospitals, medical clinics, and other medical facilities. The graduate will be prepared to schedule and receive patients, obtain patient data, maintain medical records, and assume general medical office responsibilities.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.

- Demonstrate proficiency in medical office administrative practices.
- Demonstrate proficiency in word processing.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 49 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. One course must be completed at Southwestern before the Certificate of Completion Medical Clerical is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

### GAINFUL EMPLOYMENT DISCLOSURE

SWOCC is required by federal regulations to disclose information related to SWOCC's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC's certificate programs.

Gainful employment information can be found online at [socc.edu/images/ge/medclerical.html](http://socc.edu/images/ge/medclerical.html).

PROGRAM REQUIREMENTS

PREREQUISITES	OA121 (3) Keyboarding I	Reading Score of ASSET42 COMPASS81	CIS90 (2) Computer Basics (or demonstrate proficiency)	MTH20 (4) Basic Mathematics (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)
<b>FALL = 16 CREDITS</b>	OA124 (3) Keyboard Skillbuilding	AH111 (3) Medical Terminology I	CIS120 (4) Concepts of Computing	MTH60 (4) Algebra I <sup>1</sup>	AH100 (2) Intro to Health Care Careers
<b>WINTER = 17 CREDITS</b>	AH121 (3) Body Structures and Functions I <sup>2</sup>	AH112 (3) Medical Terminology II	HIM110 (5) Health Information Systems	AH150 (3) Medical Office Coding	BA285 (3) Human Relations in Organizations <sup>3</sup>
<b>SPRING = 14 CREDITS</b>	WR115 (3) Introduction to Expository Writing (or higher)	AH122 (3) Body Structures and Functions II	AH152 (2) Medical Law and Ethics	OA116 (3) Office Procedures	AH151 (3) Reimbursement Management
<b>47 CREDITS = FIRST YEAR TOTAL REQUIREMENT</b>					
<b>Summer = 2 CREDITS</b>	AH280A (2) CWE: Allied Health <sup>4</sup>				
<b>2 CREDITS = SECOND YEAR TOTAL REQUIREMENT</b>					
<b>49 CREDITS = TOTAL PROGRAM REQUIREMENT</b>					

#### PROGRAM NOTES

<sup>1</sup>MTH65, MTH95 or higher may be substituted for MTH60.

<sup>2</sup>BI231, 232, and 233 sequence may be substituted for AH121 & 122.

<sup>3</sup>PSY203 may be substituted for BA285.

<sup>4</sup>All of the first year courses must be completed with a "C" or better before taking AH280A.