ACCREDITATION

PROFESSIONAL TECHNICAL

PROGRAM OUTCOMES

Business Information Technology

Medical Office Clerk Certificate
1. Demonstrate an understanding of terminology related to accounting careers and understand the career opportunities available (SLO 5.1 & 7.2)
2. Demonstrate an understanding of basic accounting terminology and concepts for a sole proprietorship (SLO 7.1)
3. Demonstrate accounting procedures used in a sole proprietorship by recording business
4. Understand and demonstrate, Patient Accounting Software, processing standard HCFA health insurance claims forms, ICD-9 (International Classification of Diseases) using an electronic software program. (SLO 5.1)
5. Demonstrate knowledge of CPT (Current Procedural Terminology) coding systems using an electronic software program and apply both ICD-9 and CPT codes to electronic patient statements and insurance billings. (SLO 5.1 & 7.2)
6. Calculate patient statements to identify insurance amount and individual amount due (SLO 2.1 & 2.3)
7. Apply mathematical skills to medical insurance situations (SLO 2.1)
8. Demonstrate accuracy in medical claims processing (SLO 4.3)
9. Demonstrate knowledge of medical terminology with emphasis on basic rules, vocabulary, and abbreviations. (SLO 7.1 & 7.2)
10. Demonstrate knowledge of prefixes and suffices common to the medical field. (SLO 7.2)
11. Demonstrate identification of Greek and Latin word roots and medical terms relating to body systems and medical specialties. (SLO 7.1)

Business Information Technology Certificate
1. Increase and demonstrate ability to deal constructively with information, ideas and emotions associated with diversity issues. (SLO 3.2 & 6.5)
2. Demonstrate self-awareness with regard to personal culture, history and group awareness with appreciation of the contributions of many cultures to American business. (SLO 3.2 & 7.1)
3. Demonstrate knowledge of laws and government agencies which control the American workplace. (SLO 7.1 7 7.2)
4. Demonstrate improved understanding of techniques for successful cross-culture communication in small groups. (SLO 3.1 & 3.2)
5. Apply mathematical skill to business applications, mathematical skills to banking situations, calculate percentages, discounts, taxes and loans, and demonstrate proficiency in use of the calculator. (SLO 2.1 & 2.2)
6. Integrates English grammar, punctuation, and word usage skills with the composition of effective basic business letters and memos. (SLO 1.1 & 1.2)
7. Demonstrate oral communication skills essential to the successful giving and receiving of information in context with cultural aspects of the communication process. (SLO 1.2 & 3.2)
8. Demonstrate skills to identify and resolve customer complaints, handle difficult customers utilizing effective verbal and nonverbal communication methods. (SLO 4.1, 1.1 & 1.2)

9. Demonstrate proficiency using software for word processing, database, spreadsheet applications, and graphic presentations in business application. (SLO 5.1)

10. Demonstrate the ability to use Excel software tools in core business applications including bookkeeping, data entry, and numerical functions. (SLO 2.1, 2.2, & 5.1)

11. Demonstrate the ability to use Word software tools in core business applications including document creation, editing, and proofing business documents. (SLO 1.1 & 5.2)

12. Demonstrate contemporary knowledge of database systems; basic alphabetic, numeric, subject and geographic filing principles necessary to manage database filing systems. (SLO 5.1 & 7.1)

13. Demonstrate ability in using a database system to create files, tables, forms and queries; enter and manipulate data and generate reports. (SLO 5.1 & 7.2)

Business Information Technology Degree (AAS, AAS-T)

1. Demonstrate an understanding of terminology related to Business Information Technology Careers (SLO 5.1 & 7.2)

2. Demonstrate an understanding of basic accounting terminology and concepts for a sole proprietorship (SLO 7.1)

3. Demonstrate accounting procedures used in a sole proprietorship by recording business transactions. (SLO 7.1)

4. Demonstrate knowledge of the basic accounting cycle, general ledger software, journalizing transactions, posting, and receivable, payable, inventory, payroll and fixed asset (SLO 1.1, 4.1, 5.1 & 7.1)

5. Understand and demonstrate statistical concepts and techniques used in public and private business sector decision making. (SLO 5.2, 5.3 & 6.1)

6. Show proficiency statistical techniques in data applications, quantitative literacy, statistical thinking and the use of statistical software. (SLO 5.2, 5.3 & 6.1)

7. Demonstrate ability to apply descriptive statistics methods, probability, and the decision making processes. (SLO 5.2, 5.3 & 6.1)

8. Understand and apply principles associated with maintaining good mental and physical health, and personal grooming.

9. Identify and correct common communication problems including awareness of diversity issues which affect the workplace.

10. Understand moral and ethical principles and theories that are integral to personal development.

11. Demonstrate abilities in speaking, nonverbal communication, effective meeting and parliamentary procedures, telephone and interviewer/interviewee techniques.