

Medical Office Receptionist

NAME _____

UH NO. _____

DATE _____

VA _____ F1 (Foreign Student) _____

DATE _____

P _____ A _____ C _____ G _____ T _____ []
R _____ [] W _____ []

____ CO - Certificate of Competence in Medical Office Receptionist (MOR, 9 crs)

			<u>Sem/Yr</u>	<u>Grade</u>
BUSN 121	3	Introduction to Word Processing	_____	_____
BUSN 170	3	Records and Information Management	_____	_____
HPER 195	2	Modern Health: Personal and Community	_____	_____
NURS 99V	1	Special Studies	_____	_____

Non-Credit Instruction: 119 hours

50	Medical Technology for the Office	_____	_____
24	Personal Development	_____	_____
3	True Colors	_____	_____
12	Introduction to Windows and Internet	_____	_____
30	Work Readiness/Customer Service	_____	_____