



**MEDICAL OFFICE RECEPTIONIST
ONE-YEAR CERTIFICATE APPLICATION**

CATALOG YEAR 2006-2007

Please print your name as you wish it to appear on your diploma

Student ID _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Anticipated Quarter & Year of Completion

Fall _____ Winter _____ Spring _____ Summer _____

Major Courses — 37 CREDITS

COURSE NO.	COURSE TITLE	CREDITS	COMPLETED	COMMENTS/SUBSTITUTION
AOT 102	Keyboarding II	2		
AOT 114	Editing	5		
AOT 117	Office Orientation	3		
HIT 118	Legal Aspects of the Medical Office III	3		
AOT 142	General Office Procedures	5		
HIT 147	Medical Terminology	5		
AOT 172	Word Processing I	5		
AOT 1952	Supervised Employment	3		
HIT 245	Medical Office Procedures	2		
CA 100	Introduction to Microcomputers	4		

Major Support — 3 CREDITS

Select at least 3 credits from the following:

HIT 153	Medical Reimbursement	4		
HIT 155	Introduction to Medical Coding	4		
HIT 156	Intermediate Medical Coding	4		
AOT 173	Word Processing	5		
AOT 247	Medical Terminology II	3		
AOT 248	Medical Terminology III	3		
AOT 270	Business Correspondence	5		
AOT 272	Word Processing II	3		
AOT 290	Professional Development	3		
	Foreign Language	5		

General Education Requirements — 16 - 20 CREDITS

ENG 101 ENG 103	English Composition or Writing in the Workplace	5		
MTH 106+	MTH 106 or above	5		
PSY 100+	Psychology 100 or above	3-5		
SPE 101 SPE 102 SPE 103 SPE 110 SPE 111 SPE 260	Speech Essentials or Speech Essentials or Workplace Communication or Communication Behavior or Communication Behavior or Multicultural Communications	3-5		

Keyboarding Speed 30 WPM

10-Key Speed 100 CPM

Remarks:

Student Signature Date

Advisor Signature Date

56 Min Credits GPA _____ Approved

Registrar Date

OFFICE USE ONLY:
Diploma: Ordered _____ Recorded _____ Mailed _____

PTK Honors Ceremony

565C
Rev 12/06



Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 547-0511, ext. 2252, or TTY/TDD at (509) 546-0400. This notice is available in alternative media by request.

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