

OFFICE TECHNOLOGIES



This 900-hour program (about 9 months) provides comprehensive computer and office training designed to prepare you to use computers in today's business world using Microsoft Office. You can also choose a path that allows you to specialize in medical billing and coding.

This program allows you to work online and from home. Two days at home and two and one-half days in the classroom.

WHAT THIS PROGRAM TEACHES



Shared Courses: Administration or Medical Office

- Microsoft Word 365 2019
- Microsoft Excel 365 2019
- Windows 10
- Practical Math
- Principles of Office Management

Administrative Office Courses

- Business Communications
- Microsoft PowerPoint
- Microsoft Access
- Outlook
- Quickbooks

Medical Office Courses

- Health Insurance
- Terminology/Anatomy
- Medical Billing/Coding
- Electronic Health Records

CERTIFICATIONS



Administrative Office exams:

- Microsoft: (Microsoft Office Specialist (MOS): Word, Excel)
- OPAC
- Cardiopulmonary resuscitation (CPR)

Medical Office exams:

- National Healthcareer Association's Certified Billing and coding Specialist (CBCS)
- National Healthcareer Association's Certified Electronic Health Records Specialist (CEHRS)
- Microsoft: (Microsoft Office Specialist (MOS); Excel)
- Cardiopulmonary resuscitation (CPR)



JOB INFORMATION UPON COMPLETION

- \$33,490 median annual pay in Ohio
- Job titles: Data Capture Specialist, Data Entry Clerk, Data Entry Machine Operator, Data Entry Operator, Data Entry Specialist, Data Transcriber, Records Clerk, Underwriting Support Specialist, Billing/Coding Specialist, Medical Office Administrative Assistant, Medical Office Manager



WHAT TO EXPECT IN THIS PROGRAM

- Develop critical thinking skills while diagnosing and troubleshooting problems
- Combine medical curriculum and principles with hands-on lab work
- On the job training through an externship
- Smaller class sizes personalized instruction for higher achievement



REQUIREMENTS

- Students must have obtained a high school diploma or GED® prior to enrolling

DATES AND TIMES

- Start dates and time are listed on our website or call our admission representatives
- This is a 'hand-ons' program, attendance in crucial to receive certification



HOW MUCH DOES IT COST? IS FINANCIAL AID AVAILABLE?

Tuition of each program is listed on our website. Many of our programs are eligible for federal financial aid, if you qualify. We will work with you to identify the resources available to you, including Pell grants, GI benefits, and Direct Loans.

We also offer four Adult Education scholarships options.

The mission of Ashland County-West Holmes Career Center is to inspire students to career success by providing real-world skills and credentials. Ashland County-West Holmes Career Center is located at 1783 State Route 60, Ashland, OH 44805

The Ashland County-West Holmes Joint Vocational School District Board of Education and its staff are dedicated to providing equal educational opportunities, equal employment opportunities, and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The district follows the regulations of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.