



4. Utilize word processing software and technology to create, format, edit, and manage documents relevant to working with patients and health care professionals in the medical office.	Lecture/Demonstration Hands-On Software Applications Lab Projects	Quizzes Assignments Software Applications Midterm and/or Final Exam Creation of Word Documents
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At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

#### SEQUENCE OF TOPICS:

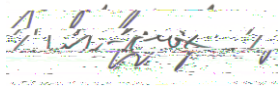
1. Getting Started with Microsoft Office
2. Creating, Editing, and Formatting Documents with Word
3. Formatting Text, Paragraphs, and Tables
4. Developing Multipage Medical Documents
5. Building Medical Forms
6. Overview, terminology, and rationale of the EHR
7. Medical office management of the EHR
8. The administrative Chart
9. The clinical Chart

#### LEARNING MATERIALS:

COURSE APPROVAL:

Revised by: Marion Bucci and Kathy Schreiner  
VPAA/Provost or designee Compliance Verification:

Date: 11/1/2018  
Date: 12/19/2018

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