

## **MEDICAL OFFICE ASSISTANT (CERT) PROGRAM STUDENT LEARNING OUTCOMES**

1. Demonstrate the required skills to become employable in entry-level positions.
2. Effectively apply basic software application skills.
3. Demonstrate effective personal and interpersonal skills.
4. Utilize appropriate spoken and written communication.
5. Employ organization skills, time management, and decision management abilities.
6. Apply knowledge and skills in a work related setting.
7. Apply medical billing and insurance terminology to appropriate insurance forms.