



VWCC QuickConnect: Microsoft Office Specialist (MOS) with Healthcare Focus

Program Purpose:

Microsoft Office Specialist with Healthcare Focus is a non-credit intensive training program that prepares students for entry-level positions in the healthcare industry. Students are provided with extensive computer skills and basic healthcare knowledge needed to be successful in a fast-paced healthcare environment.

Target Audience:

Virginia Western is looking for motivated, responsible adults eager to change careers or start a healthcare career that offers competitive wages, benefits and opportunities for advancement.

The **VWCC Quick Connect MOS Prep with Healthcare Focus** builds computer software literacy and measures proficiency in the MS Office Suite. It will also provide a basic introduction into the fast-growing field of Healthcare Information Management. Successful candidates earn Microsoft Office Specialist (MOS) certificates that set them apart from their peers. Ninety-one percent of hiring managers consider certification as part of their hiring criteria. (Microsoft, Microsoft Certification Program Satisfaction Study, April 2012)

Course Descriptions:

ITEC 2195 – Microsoft Office Specialist – 256 hours (12 weeks)

This intense course prepares the student for the Microsoft Office Specialist exam in 2010 Word, Excel, and PowerPoint. The course is taught through a combination of lecture, assignments, and hands-on practice utilizing GMetrix, a training software which simulates the Microsoft Office Specialist testing environment. Tutoring for success is included.

MATH 2128 – Basic Mathematics – 30 hours (6 sessions over 6 weeks)

Course focuses on the foundational math skills needed for entry level positions in which the student may need to apply critical math thinking skills to solve problems, calculate percentages, apply conversions, ratios and proportions, or interpret graphs and data.

BUSC 2218 – Employment Readiness Skills – 27.5 hours (1 week)

The course provides students with the skills and techniques necessary to be competitive in today's job market.

BUSC 2126 – Customer Service – 20.25 hours (1 week)

The course focuses on excellence in customer service, communication basics, critical thinking, and problem solving with people.

HLTH 2604 – Intro to Health Information Management – Medical Terminology 25 hours (1 week)

Students will demonstrate understanding of the basic concepts of medical terminology associated with the major body systems.

HLTH 2604 – Intro to Health Information Management – Medical Coding 24 hours (1 week)

Using the ICD 9 and CPT manuals, students will demonstrate basic knowledge to assign codes to medical diagnoses and procedures.

HLTH 2604 – Intro to Health Information Management – HIPAA 6 hours (2 Sessions)

This course covers the up-to-date privacy laws associated with the protection of personal patient information. This course also reviews current breaches of these laws in the news and their consequences for the organizations, as well as the individual.

Program Length:

- 388.75 Hours Total
- 16 Weeks (25-30 hours/week)

Credentials Available:

- Commonwealth of VA Career Readiness Certificate (CRC)
- 2010 MOS Core Word
- 2010 MOS Core Excel
- 2010 MOS Core PowerPoint

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