

Outcomes and Curriculum Map – MEDICAL OFFICE ASSISTANT CERTIFICATE

KEY

I = Introduce; R = Reinforce;

E = Emphasize

X = Extent to which outcome is addressed is not specified

PROGRAM MISSION STATEMENT: The mission of the Phlebotomy/Healthcare Technician Program is to prepare competent entry level Phlebotomists who will professionally serve the phlebotomy needs of the Greater Merrimack Valley Hospital and Outpatient Community.

OBJECTIVES	ASSOCIATED LEARNING OUTCOMES	PROGRAM CURRICULUM: SPECIFIC COURSES AND RELATIONSHIP TO OUTCOME							Electives	
		Requirements								
		BIO 101 Human Biology	ENG 101 English Composition	HES 103 RICCS: Preparing for Success	HES 104 Medical Office Administration	HES 115 Medical Terminology	HES 292 Medical Office Assistant Externship	MRT 100 Introduction to Health Information Practices and Procedures		
The objectives of the Medical Office Assistant Program include to assist students in the development of:	The graduating student will be able to:								Computer Elective (3)	
Basic Understanding of Medical Language.	1	Diagram med terms, label word parts and give definitions.					IER			
	2	Describe structure of human body and ID body systems.	IER				IER			
	3	Recognize body planes, cavities and major organs and systems.	IER				IER			
Effective Oral Communication, Listening and Reading Comprehension Skills.	4	Explain procedures to patients and communicate information to staff.			IER			IER		
	5	Understand messages from patient.			IER			IER		
	6	Comprehend verbal and written instructions.			IER			IER		

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