

SLO Presentation

Office Administration & Health Information Technology

Date: 03/27/2018

Office Administration & Health Information Technology
Business Technologies
PSLO <ul style="list-style-type: none">• 1. Coordinate, organize, and manage office projects effectively.• 2a. Work independently.• 2b. Work as part of a team.• 3. Explain the major functions of business in a democracy including economics, finance, human resources, management, and marketing.• 4. Provide excellent customer service to both internal and external customers of their organizations.• 5. Recognize how both legal and ethical decision making will impact business.• 6. Demonstrate the written and verbal skills that contribute to success in an office environment.• 7. Perform job readiness skills to be successful in a job search.
Health Info. Tech.
PSLO <ul style="list-style-type: none">• 1a. Explain and discuss medical and legal vocabulary as it relates to Healthcare Information Management (HIM) and Health Information Technology (HIT).• 1b. Apply medical and legal vocabulary as it relates to Healthcare Information Management (HIM) and Health Information Technology (HIT).• 2. Analyze and evaluate medical documentation as components of a medical record and relate established state and federal regulations, standards, and guidelines for implementation or use.• 3a. Apply information technology in the use, access, and protection of healthcare records and healthcare software/systems (EHR, HIM, PM, CAC).• 3b. Investigate the use, access, and protection of healthcare records and healthcare software/systems (EHR, HIM, PM, CAC).• 4. Perform job readiness skills to be successful in a job search.
Management, BOT
PSLO No PSLOs
Marketing, BOT
PSLO No PSLOs