



## Career Pathways

# Medical Customer Service

**Sept. 13, 2010 - March 18, 2011**

**A six-month training held at Mt. Hood Community College  
26000 SE Stark Street, Gresham, Oregon 97030**

Build skills to get a medical office job. When you complete this training, you will be ready for work and for more education to advance in your career.



**Financial aid is possible for eligible students.**

### First Term Curriculum:

- Powerful Strategies for the Office Team - M0110
- Medical Terminology I - M0114
- Medical Office Procedures - M0116
- Intro to Business Computing - BA131 or Keyboarding Skill Development - BT123A or Keyboarding Skill Refinement - BT123B

- College Success - HD100 Recommended

### Second Term Curriculum:

- Medical Terminology II- M0115
- Diversity and Healthcare - M0212
- Building a Professional Portfolio - M0214
- Communication Technologies - BT116
- Cooperative Education Internship - WE280MOD
- Administrative Hospital Procedures- M0117

**Courses apply to the Medical Office Specialist  
Associate of Applied Science Degree.**

*For entry: high school diploma or GED, MHCC college placement test, typing 20 wpm, immunizations and TB test, criminal background check.*

*Internship sites: clinics and hospitals*

### For information on Career Pathway Trainings

contact: **Steven Storla**, Career Pathways Coordinator: **503-491-7251**  
**Steven.Storla@mhcc.edu**



26000 SE Stark St., Gresham, OR 97030, **503-491-6422**, [www.mhcc.edu/cp](http://www.mhcc.edu/cp)