

Level one

Code	No	Title	Unit
Eng	١١٠١	Intensive English ١	٩
Com	١١٠٣	Applications on Personal Computer	٣
BA	١٢٠١	Communication Skills	٢
MRT	١١٠١	Medical Records Sciences	٣(٢+٢)
MRT	١١٠٢	Medical Terminology	٣
Total			٢٠

Level Two

Code	No	Title	Unit
Eng	١١٠٢	Intensive English٢	٩
Islam	١١٠٢	Islam & Medical Sciences	٢
MRT	١١٠٥	Organization of Healthcare Services	٢
MAA	١١٠١	Principles of Medical Secretary	٣(٢+٢)
MAA	١١٠٣	Word Processing ١	٣(١+٤)
Total			١٩

Level Three

Code	No	Title	Unit
MAA	١٢٠٣	Word Processing ٢	٣(١+٤)
MAA	١٢١١	Human Relations Management	٣
MAA	١٢٠٢	Advanced Medical Terminology	٣
ACC	١١٠٣	Principles of Accounting	٣
MRT	١٢٠٢	Indexes & Classification Systems	٣(٢+٢)
MRT	١٢٠٣	Health Information Systems	٣(٢+٢)
Total			١٨

Level Four

Code	No	Title	Unit
MAA	١٢١٢	Modern Medical Office Management	٣(٢+٢)
MAA	١٢٢٢	Health Insurance	٣(٢+٢)
MAA	١٢٠٩	Stenography	٣(٢+٢)
MAA	١٢٠٦	Medical Report Writing	٣(٢+٢)
MAA	١٢٥٠	Field practice in Medical Secretary	٦(٠+١٢)
Total			١٨

ENG. ١١.١

Intensive English ١

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COURSE DESCRIPTION:

To consolidate and extend students' knowledge of English Language up to the intermediate level, by promoting its use in reading, writing, listening and speaking, for general and study purposes.

COM. ١١.٣ Applications on Personal Computer ٣

COURSE DESCRIPTION:

The course is designed to introduce the student to basic computer systems and some of the more common software applications. Emphasis is placed on computer applications in a hospital environment and a 'hands-on' approach is adopted.

BA. ١٢.١

Communication Skills

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COURSE DESCRIPTION:

The course will prepare students to the public speaking with emphasis on content and delivery if the right message to the audience.

MRT. ١١.١

Medical Records Sciences

٣ (٢+٢)

COURSE DESCRIPTION

This course provides students with the basic knowledge about medical records to enable students to learn basic medical office skill, create and manage medical charts and records.

MRT ١١.٢

Medical Terminology

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COURSE DESCRIPTION:

The course is designed to cover the essential medical terminology required in the clinical studies program.

OBJECTIVES:

The course consolidates student's medical language knowledge allowing him / her to proceed with confidence into the clinical part of his / her studies.

COURSE DESCRIPTION:

To further develop students' knowledge of English by promoting its use in reading, writing, listening and speaking for general purposes and for purposes of technical study in a hospital environment.

COURSE DESCRIPTION:

The course is designed to enlighten the student about the religion of Islam and its provisions, particularly with regard to professional practices within the field of medical care. History of Islamic Medicine and the contribution of Muslim physicians to medical progress is also indicated.

COURSE DESCRIPTION:

This course provides the students with a complete understanding of the structure and operation of Saudi Health Care delivery system with a special focus on the hospital. In addition, the course will include the following: a brief history on the development of the hospital; an overview on how hospitals are managed; an outline of the various patient types; a review of the medical staff, nursing services, ancillary services, and other support services; an overview of accreditation; and a survey of Saudi Health Care.

COURSE DESCRIPTION:

The purpose of this course is introduce the medical secretary profession as an important service to both physician and patient. Medical secretaries must be fluent in medical language and understand basic anatomy and physiology, disease process and pharmacology, filing and appointment scheduling as it relates to the medical field, and

the development of basic skills in the keying of business letters and other office correspondence.

MAA ١١.٣

Word Processing ١

٣ (١+٤)

COURSE DESCRIPTION

The student will receive instruction and hands-on experience using Microsoft Office software on microcomputers. Proofreading skills are reinforced in this course. Offices have undergone a rapid state of change to become more efficient. New technologies and careers have been developed in contemporary offices with the advent of word processing equipment. This course will meet the needs of secretaries, supervisors, editors, proofreaders, clerks, analysts, managers, or others engaged in office work in government, private industry, or social service organizations.

MAA ١٢.٣

Word Processing ٢

٣ (١+٤)

COURSE DESCRIPTION:

Application of advanced word processing techniques to the preparation of business correspondence, tables, memos, and reports. The student will receive instruction and hands-on experience using MS-Word for Windows, MS-Excel I for Windows, and MS-Power point for Windows software packages. A project is assigned utilizing desktop publishing features, integrating data among the Microsoft Office software packages and utilizing the advance features of the software packages. This course will meet the needs of secretaries, supervisors, editors, proofreaders, clerks, analysts, managers, or others engaged in office work in government, private industry, or social service organizations.

MAA ١٢١١

Human Relations Management

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COURSE DESCRIPTION:

Human relations skills are a critical factor in success on the job. This course is designed to help students plan and implement their own career strategic, placing particular emphasis on the importance of effective job attitudes and behaviors. The students will be guided in the development of those human relations skills necessary to keep, advance in, or change careers. Many individuals can benefit from knowledge, skills, and information that will enable them to succeed on tile job. This course will provide students with information and activities to reinforce employer expectations and teach appropriate behavioral skills for the workplace.

MRT ١٢.٣	Health Information Systems	٣ (٢+٢)
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COURSE DESCRIPTION:

This course is designed to introduce the student to commonly used medical record forms in the health care facility. In addition, the student will become familiarized with documentation requirements and the role of various health care professionals in documenting and completing the medical record forms. Efficient record numbering and filing systems will be stressed as one of the key functions in establishing good rapport with other departments of the health care facility. In addition, hands-on experience in the accurate assembly of records in a prescribed order will be provided.

Acc. ١١.٣	Principles of Accounting	٣
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COURSE DESCRIPTION:

This course is designed to give students an introduction to the basic principles of accounting.

MRT ١٢.٢	Indexes & Classification systems	٣ (٢+٢)
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COURSE DESCRIPTION:

This course will explore CPT-4 Coding system and its use in various reimbursement and data collection schemers. Students will apply CPT coding principles to various exercises and practice health codes, in a lab setting. Reimbursement systems utilizes CPT coding as their basis will be studied.

MAA ١٢١٢ Modern Medical Office Management ٣ (٢+٢)

COURSE DESCRIPTION:

This course provides an overview of office procedures required for the medical secretary to operate in contemporary medical organizations. This course focuses on providing the student with both theoretical and practical knowledge to function in a complex medical work environment.

MAA ١٢٢٢ Health Insurance ٣ (٢+٢)

COURSE DESCRIPTION:

This course is aimed to provide beginners of the medical insurance billing course with an over-view of options available in the field of medical insurance, along with some basics and definitions. The course orients the students who have the desire to engage and/or run a successful medical insurance and billing business. The specifically, the course focuses on "How to get started", determining what type of services to offer, reporting and collecting choices.

MAA ١٢٠٩ Stenography ٣ (٢+٢)

COURSE DESCRIPTION:

Stenography or shorthand can be a huge time saver in today's busy world. It is simple tolerant, and definitely the right choice with a busy schedule such as secretaries do require lots of practice though. Learn the mechanics of shorthand and the strokes of each letter, common shortest phrases, prefix or suffix abbreviations, number and

punctuation strokes, and learn tips on how to transcribe (translate) your shorthand accurately.

Shorthand is a very make table skill in today's busy world, plus it is a great way to keep your notes private, shorthand is not hard to learn providing your practice the symbol regularly.

MAA ١٢٠٦ Medical Reports Writing ٣ (٢+٢)
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COURSE DESCRIPTION:

This course focuses on skill development in the production of medical reports including patient history and physical diagnosis, consultations, discharge summaries, operative reports and other medical reports. Emphasis on the speed and accuracy.

MAA ١٢٥٠ Field Practice in Medical Secretary ٦ (٠+١٢)

COURSE DESCRIPTION:

This course will provide general hands on experience in a supervised setting in order that students acquire the necessary knowledge and skills for the practice of medical secretary supported by the proper attitudes and ethics in accordance with the tenants of Islam.