

Health Information Technology

Micro-Credential Overview

Health Information Technology Combining writing with MS Word learning, career development with professional communication, project management (basic) skills with time management and planning, guidance, and basic Office Productivity skills creates a solid foundation for the graduate of this program to begin a career in the data-rich healthcare industry.

Course of Study, *Each topic is 24 hours of study*

1. Medical Terminology
2. Basic Microsoft Office
3. Intro to Healthcare Statistics
4. Intro to Databases
5. Building Data Bases
6. Applying Database Skills

Upon completion of 144 hours of study and training, participants will be able to:

- Interpret basic medical terms
- Demonstrate basic proficiency using MS Word letter writing
- Create a basic spreadsheet to accurately utilize basic formulas formatted for the health care industry
- Construct a basic database table
- Explain the various data categories in a database
- Define the relational database
- Describe the roles of the primary, foreign and secondary keys in a database
- Navigate a general EHR/EMR system, locating various forms, reports and other data
- Explain the database query and setup a basic query on a single table

Classes are held two evenings per week at CCAC Allegheny Campus.

This program is of no cost to qualified applicants in Allegheny County and surrounding regions. For information, application <https://www.ccac.edu/Microcredentials.aspx> . Email **microcredentials@ccac.edu** or call 412.788.7507.