

## **Structure of Cluster Training Programs: Business Technologies, Health Occupations and Medical Office Support**

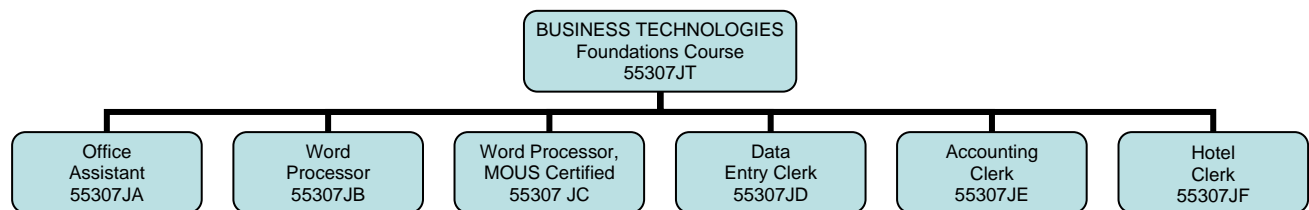
Students in Business Technologies, Health Occupations or Medical Office Support *must* first complete the Foundations Course Training Achievement Record (TAR) for their respective vocation. Job Corps centers that offer the Business Technologies, Health Occupations or Medical Office Support cluster have the option to provide training in one or more of these specialty training areas. To graduate from either program, a student must complete the Foundations Course and a specialty training area.

### **Business Technologies**

The following five vocations in the business/clerical field have been clustered into Business Technologies. The vocations include:

- Accounting Clerk (formerly O\*NET 55338)
- Clerical Occupations (formerly O\*NET 55307)
- Data Entry Terminal Operator (formerly O\*NET 56017)
- Hotel Clerk (formerly O\*NET 53808)
- Word Processor (new training program)

The Business Technologies Foundations Course includes Employability Skills, Safety, Business English, Communications Skills and Tools, Office Machines, Keyboarding Skills, Introduction to Information Technology Skills, and an overview of the specialty training areas offered at the Job Corps center under the Business Technologies cluster. The following diagram outlines the Business Technologies cluster. Each specialty training area has only one TAR except for the Word Processor specialty training area, which consists of Word Processor, and Word Processor Microsoft Office User Support (MOUS) Certified.



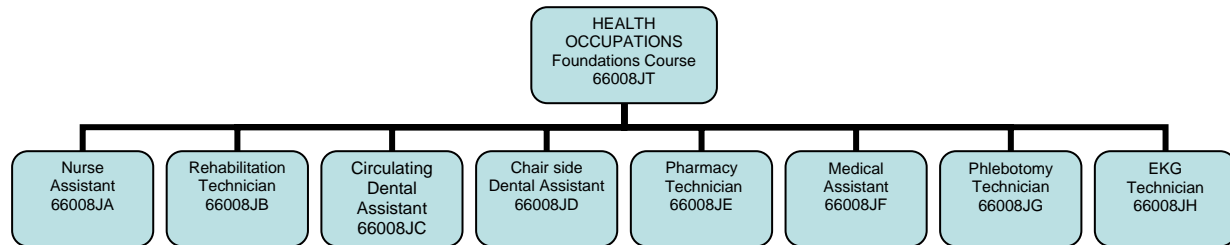
### **Health Occupations**

Health Occupations has clustered the following training programs:

- Dental Assistant (formerly O\*NET 66002)
- EKG Technician (formerly O\*NET 32926)
- Health Occupations (formerly O\*NET 66008)
- Medical Assistant (formerly O\*NET 66005)
- Pharmacy Technician (formerly O\*NET 32518)
- Phlebotomist (formerly O\*NET 66099)

➤ Rehabilitation Technician (formerly O\*NET 66017)

The Health Occupations Foundations Course includes Employability Skills, Safety, Medical Terminology, Infection Control Concepts, Anatomy and Physiology, and an Overview of Career Opportunities within Health Occupations. Each specialty training area consists of one TAR, except for Dental Assistant, which consists of Circulating Dental Assistant, and Chairside Dental Assistant.



**Medical Office Support**

Medical Office Support has clustered the following training programs:

- Health Unit Coordinator
- Insurance Claims Processor
- Medical Receptionist
- Medical Records Clerk
- Medical Transcriptionist

The Medical Office Support Foundations Course includes Employability Skills, Safety, Business English, Communications Skills and Tools, Introduction to Medical Terminology, Office Machines, Computer Skills, and Ethics and Confidentiality.

