

OFFICE MANAGEMENT (0433) MEDICAL OFFICE

COLLEGE CREDIT CERTIFICATE

This program prepares students to be medical secretaries or transcriptionists. This program provides supplemental training for persons desiring employment in this occupation.

This program is an intermediate step toward an Associate in Science degree in Office Administration - Medical Office.

For additional information, call (904) 276-6758.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
+	HIM	1000	Introduction to Health Information Management.....	3
	HSC	1000	Introduction to Health Care Delivery System.....	2
	HSC	1531	Medical Terminology.....	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2850	Microsoft Office Professional.....	3

ELECTIVES (CHOOSE 11 CREDIT HOURS):

	BSC	2085	Human Anatomy & Physiology I.....	3
	BSC	2085L	Human Anatomy & Physiology I Lab	1
	GEB	1011	Introduction to Business.....	3
+	HIM	1282C	Basic ICD-9-CM Coding.....	3
+	HIM	2012	Health Care Law	3
+	HIM	2432	Concepts of Disease	3
	OST	1581	Professional Development in the Work Environment	3
+	OST	2611	Medical Transcription I	3
+	OST	2612	Medical Transcription II.....	3

REQUIRED TOTAL CREDIT HOURS 34

+Prerequisite course required. See course description in catalog.