

OFFICE SPECIALIST (0453) MEDICAL OFFICE SPECIALIST

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment in the medical industry in positions such as administrative assistant, form processor, general/medical office assistant, medical posting clerk, and medical receptionist. This program is also designed to provide supplemental training for persons previously or currently employed in these occupations.

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	1531	Medical Terminology.....	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3

REQUIRED TOTAL CREDIT HOURS 18

+Prerequisite course required. See course description in catalog.