

OFFICE SUPPORT (0463) MEDICAL OFFICE SUPPORT

COLLEGE CREDIT CERTIFICATE

This program prepares students to conduct chemical and physical laboratory tests for various purposes such as environmental testing, air, soil, and water quality testing, analysis of foods, and manufacturing production involving chemical testing. This program is not intended for those students who plan to pursue the B.S. degree in Chemistry.

For additional information, call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	HSC	1531	Medical Terminology.....	3
	OST	1764	Microsoft Word for Windows.....	3

REQUIRED TOTAL CREDIT HOURS 12

+Prerequisite course required. See course description in catalog.