

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.

If you need additional information, please call (904) 808-7465.

CERTIFICATE SPECIFIC COURSES:

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|---|-----|------|---|---|
| | CGS | 1100 | Microcomputer Applications Software..... | 3 |
| + | CGS | 1515 | Spreadsheet Concepts for Business..... | 3 |
| | GEB | 1011 | Introduction to Business..... | 3 |
| | GEB | 2214 | Business Communications..... | 3 |
| | HSA | 1255 | Office Management in Health Sciences Professions..... | 3 |
| | HSC | 1531 | Medical Terminology..... | 3 |

REQUIRED TOTAL CREDIT HOURS **18**

+Prerequisite course required. See course description in catalog.

