

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 check our website at SJRstate.edu under Workforce Education or call 904-808-7465.

CERTIFICATE SPECIFIC COURSES:

	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.

