

# OFFICE SUPPORT (0463) MEDICAL OFFICE SUPPORT

COLLEGE CREDIT CERTIFICATE

*This program prepares students for employment in the medical industry in entry level positions such as assistant office manager, office assistant, information clerk, receptionist, staff assistant and support clerk. 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 Specialist-Medical Office Specialist.*

For additional information check our website at [SJRstate.edu](http://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
	HSC	1531	Medical Terminology.....	3

**REQUIRED TOTAL CREDIT HOURS** **12**

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+Prerequisite course required. See course description in catalog.

