

OFFICE MANAGEMENT (0433) MEDICAL OFFICE

COLLEGE CREDIT CERTIFICATE

This program prepares students to be medical secretaries. This program provides supplemental training for persons desiring employment in this occupation.

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
	FIN	1100	Personal Finance.....	3
+	HSA	1255	Office Management in Health Sciences Profession.....	3
	HSC	1000	Introduction to Health Care Delivery System.....	3
	HSC	1531	Medical Terminology.....	3
	HSC	1641	Legal and Ethical Issues for Healthcare Providers.....	3

ELECTIVES (CHOOSE 7 CREDIT HOURS):

	BSC	2085	Human Anatomy & Physiology I.....	3
	BSC	2085L	Laboratory for Human Anatomy and Physiology I.....	1
+	HIM	2432	Concepts of Disease.....	3
+	HSC	2930	Special Topics - Capstone.....	3

REQUIRED TOTAL CREDIT HOURS **34**

+ Prerequisite course required. See course description in catalog.