

Medical Office Specialist Certificate

This certificate program prepares students for medical office positions in hospitals, clinics, and physician offices. Emphasis is on learning medical terminology and working with electronic health records as well as developing communication, decision-making, problem-solving skills; and the use of current web tools and software application programs. The program provides training for students in entry-level positions as well as for those who are upgrading existing skills.

(Major Code 5310; State CIP Code 51.0710)

Business Office Technology (<http://www.jccc.edu/academics/credit/business-office-technology>)

Prerequisite for Required Courses

Note: Prior to beginning the program, the student must take the following prerequisite, or have taken the equivalent transfer course, or have passed the waiver test (if applicable), or have obtained a waiver from the department.

BOT 101	Keyboarding	0-1
Total Hours		0-1

First Semester

BOT 103	Business English and Proofreading	3
BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
CPCA 128	PC Applications: MS Office	3
HC 130	Medical Terminology for Healthcare Professions	3
Total Hours		15

Second Semester

BOT 141	Electronic Health Records Applications	3
BOT 170	Introduction to Medical Coding and Billing*	3
BOT 205	Workplace Professionalism	1
CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 228	PC Applications II: MS Office*	3
MIRM 142	Legal and Ethical Issues in Healthcare	3
Total Hours		15

Total Program Hours: 30-31