

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 Program web page (<http://www.jccc.edu/academics/credit/business-office-technology/>)

Fall Semester

CPCA 128	PC Applications: MS Office	3
BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
BOT 141	Electronic Health Records Applications	3
HC 130	Medical Terminology for Healthcare Professions	3

Total Hours **15**

Spring Semester

CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 228	PC Applications II: MS Office*	3
BOT 170	Introduction to Medical Coding and Billing*	3
BOT 260	Desktop Publishing for the Office: Publisher*	3
ENGL 121	Composition I*	3
MIRM 142	Legal and Ethical Issues in Healthcare	3

Total Hours **17**

Total Program Hours: 32