

# Medical Office Specialist Certificate

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

(Major Code 5310; CIP Code 51.0710)

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

## Certificate Requirements

### Fall Semester

Code	Title	Hours
BOT 105	Business Document Preparation*	3
BOT 130	Business Office Procedures	3
BOT 141	Electronic Health Records Applications	3
CSS 128	PC Applications: MS Office	3
HC 130	Medical Terminology for Healthcare Professions	3
<b>Total Hours</b>		<b>15</b>

### Spring Semester

Code	Title	Hours
BOT 170	Introduction to Medical Coding and Billing*	3
BOT 260	Desktop Publishing for the Office: Publisher*	3
CSS 118	Groupware: Outlook*	1
CSS 121	Introduction to Project Management*	1
CSS 228	PC Applications II: MS Office*	3
ENGL 121	Composition I*	3
MIRM 142	Legal and Ethical Issues in Healthcare	3
<b>Total Hours</b>		<b>17</b>

**Total Program Hours: 32**

\* This course has registration requirements.