

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

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| 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

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| 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