

OFFICE SUPPORT SPECIALIST-MEDICAL

(NDP.OFSK.MED) CERTIFICATE

Students will complete coursework in Microsoft Office software, keyboarding, document formatting, and accounting to prepare for an office support position. In addition, students will take courses in medical terminology, medical insurance and coding, and medical transcription. All courses apply toward one of the Office Assistant degrees.

Program requirements may change over time. Specific degree/graduation requirements are determined by a degree audit.

FIRST YEAR

First Semester		Hours
BUS-114	Advanced Formatting *	3.0
CIS-160	Practical Software Application	3.0
BUS-141	Business Communications OR	
BUS-079	Professional Development +++	3.0
MCS-041	Medical Office Terminology	3.0
BUS-059	Medical Insurance and Coding	3.0
BUS-061	Office Transcription * +++	3.0
SEMESTER TOTALS		18.0
 TOTAL PROGRAM HOURS		 18.00

- * There are prerequisites, course requisites, or minimum placement test scores for this course.
- ** Electives must be approved by the Program Coordinator
- + Course only offered fall semester
- ++ Course only offered spring and summer semester
- +++ Course only offered spring semester
- ++++ Course offered in summer term only
- ^ SOS 050 Human Relations and PSY 271 Introduction to Psychology cannot be used as a social science elective
- ^^ Consult Academic Advisor for appropriate course
- ^^^ Course requires a 30-hour practicum experience in addition to classroom lecture hours
- ^^^^ ECE 120 and ECE 125 must be taken the same semester

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