

MEDICAL OFFICE MANAGEMENT, COLLEGE CREDIT CERTIFICATE

5. Perform office management activities
 - a. *Core Ability Supported: Work Cooperatively*

Program Code: MECC
Meta-Major: HSCI
Location(s): Online
Delivery Method(s): Online
Previous Degree Required: HS Diploma
Eligible for Financial Aid: Yes
Additional Limited Access Application Process Required: No
Program Testing Requirements:
Classification of Instructional Programs (CIP) Code: 51.0705
Florida Department of Education CIP Code: 0551070500

This certificate program is comprised of selected courses that may apply to the A.S. [Office Administration program](#). It is designed to provide the student with the fundamentals in computer applications, mathematics, and business communications that will be valuable to the student planning to work in a medical office environment. The program is also designed to assist in training or retraining of existing employees that are changing roles or positions. [Visit the program page for more details and how to apply.](#)

Certificate Requirements

Code	Title	Credit Hours
Major Courses		
CGS 2100	Microcomputer Applications	3
HSC 1532	Advanced Medical Terminology	3
OST 1100	Keyboarding 1	3
OST 1324	Business Math and Office Accounting	3
OST 1384	Customer Service	3
OST 1455	Medical Office Accounts	3
OST 1581	Professional Development in the Work Environment	3
OST 2135	Medical Keyboarding	3
OST 2335	Business Communications	3
OST 2355	Records Management and Filing	3
OST 2461	Medical Office Procedures	3
OST 2948	Service-Learning Field Studies 1	1
Total Credit Hours		34

Learning Outcomes: Medical Office Management, College Credit Certificate

1. Perform keyboarding and document processing
 - *Core Ability Supported: Process Information*
2. Demonstrate customer service skills.
 - *Core Ability Supported: Model Ethical and Civic Responsibility*
3. Perform oral and written communication activities
 - *Core Ability Supported: Communicate Effectively*
4. Perform records management activities
 - *Core Ability Supported: Process Information*