



MEDICAL OFFICE MANAGEMENT, TECHNICAL CERTIFICATE

Program Code: 6281

Career Pathway: Business

Program Entrance Requirements: HS Diploma or GED

Program Description: The content includes but is not limited to communication and customer service skills; computer skills, medical records management; information technology and processing; legal and ethical issues; medical terminology; insurance claims and billing; and assisting in the administration of policy.

Course	Title	Credits
CGS1060C	COMPUTER AND INTERNET LITERACY	3.00
OST1100C	KEYBOARDING & DOCUMENT PROCESSING I	3.00
OST2335	COMMUNICATIONS IN THE WORKFORCE	3.00
OST2764C	ADVANCED WORD	3.00
HSC1531	MEDICAL TERMINOLOGY	3.00
OST2464C	MEDICAL OFFICE COMPUTER APPLICATION	3.00
OST2853C	SPREADSHEET MANAGEMENT	3.00
OST2501	OFFICE MANAGEMENT	3.00
OST1355C	RECORDS MANAGEMENT	3.00
HIM1253C	CODING I ¹	3.00
HIM2232C	CODING II	3.00
Select one of the following: ²		1.00
ENC1101	COMPOSITION I	
SPC1017	INTRODUCTION TO SPEECH COMMUNICATION	
SPC1608	INTRODUCTION TO PUBLIC SPEAKING	
OST2053	SUCCESSFUL JOB SEARCH	
Total Credits		34

¹ For articulation, prior learning and other situations that will be approved by the Program Manager, OST1257C MEDICAL TERMINOLOGY FOR THE ADMINISTRATIVE ASSISTANT can be used in replacement of HSC1531 MEDICAL TERMINOLOGY, OST2455C MEDICAL BILLING AND CODING I and be used in replacement HIM1253C CODING I and OST2456C MEDICAL BILLING AND CODING II can be used in replacement of HIM2232C CODING II.

² 1-credit from ENC1101 COMPOSITION I or Speech will be used to satisfy the 34 credits in 6281. Student may also elect to take OST2053 SUCCESSFUL JOB SEARCH in 6281 in lieu of ENC1101 COMPOSITION I or Speech.

Students are strongly encouraged to meet with an advisor (<https://students.broward.edu/resources/advising/>) to create a personalized educational plan.