



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
ENC1101	COMPOSITION I	3.00
OST2335	COMMUNICATIONS IN THE WORKFORCE	3.00
OST2764C	ADVANCED WORD	3.00
APA1111C	INTRODUCTION TO ACCOUNTING	3.00
OST2853C	SPREADSHEET MANAGEMENT	3.00
OST2501	OFFICE MANAGEMENT	3.00
OST2464C	MEDICAL OFFICE COMPUTER APPLICATION	3.00
OST1355C	RECORDS MANAGEMENT	3.00
OST2455C or HIM1253C	MEDICAL BILLING AND CODING I CODING I	3.00
Elective		1.00
Total Credits		34

Program Electives

Course	Title	Credits
HIM1260	REIMBURSEMENT METHODOLOGY	2.00
OST2456C	MEDICAL BILLING AND CODING II	3.00
MKA1021	SALESMANSHIP	3.00
MKA1511	ADVERTISING: TRADITIONAL AND NEW MEDIA	3.00
MNA1161	INTRODUCTION TO CUSTOMER SERVICE	3.00
OST1330	BUSINESS ENGLISH	1.00
GEB2430	BUSINESS ETHICS	1.00
MNA2345	PRINCIPLES OF SUPERVISION	3.00
QMB2100	QUANTITATIVE METHODS IN BUSINESS	3.00
MAR2644C	DATA BASED MARKETING	3.00
GEB1011	INTRODUCTION TO BUSINESS	3.00
MAN2021	INTRODUCTION TO MANAGEMENT	3.00
MAR1011	PRINCIPLES OF MARKETING FOR THE 21ST CENTURY	3.00
STA2023	STATISTICS	3.00
QMB1001	BUSINESS MATHEMATICS	3.00
HSC1531	MEDICAL TERMINOLOGY	3.00

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