



MEDICAL OFFICE SPECIALIST, TECHNICAL CERTIFICATE

Program Code: 6242

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
HSC1531	MEDICAL TERMINOLOGY	3.00
OST2464C	MEDICAL OFFICE COMPUTER APPLICATION	3.00
OST1355C	RECORDS MANAGEMENT	3.00
Total Credits		18

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