

# MEDICAL OFFICE, CERTIFICATE

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The **Medical Office certificate** prepares the student for an entry level administrative support position into the medical office environment. This certificate requires 24 credits in the courses listed below.

For more information about Office Technology Information, please visit the program page (<http://www.cod.edu/ofti/>).

## Certificate Requirements

Field of Study Code: OFTI.CER.MEDOF

Code	Title	Credits
OFTI 1100	Keyboarding and Document Fundamentals	3
or OFTI 1105	Speed Development Keyboarding	
OFTI 1110	Document Formatting	3
OFTI 1130	Business Correspondence	3
OFTI 1200	MS Office for Professional Staff	3
OFTI 2600	Professional Development	3
HLTHS 1110	Biomedical Terminology	3
MASST 1130	Introduction to Medical Assisting	3
MASST 2211	Legal and Ethical Aspects of Health Care	3
<b>Total Credits</b>		<b>24</b>