

## *Certificate of Completion- Office Professions*

### **Program Description**

The Office Professions provides students with two Certificates of Completion that develop essential skills in computer proficiency, communication, human relations, and office responsibilities necessary to become office professionals. The Office Professions Certificate option prepares students for entry level employment. The Medical Office Clerk option provides training for positions in medical offices.

### **Certificate Objectives**

Upon completion of this certificate, students will:

#### **Office Professions Certificate of Completion**

- Exhibit competency in basic office skills.
- Demonstrate skills in written and oral communications.
- Display skills in computer applications.

#### **Medical Office Clerk Certificate of Completion**

- Define medical terms and identify body systems and functions.
- Apply skills to perform medical billing procedures.
- Demonstrate knowledge of the ethical/legal aspects of medical office employment.

*Certificate of Completion- Office Professions  
Preferred Course Sequence and Prerequisite*

**Certificate of completion-Office Professions**

<b>Fall</b>	<b>Cr</b>	<b>Prerequisite(s)</b>
CSCD 100 Computer Literacy	1	
GNSD 102 Skills for College	2	
NASD 101 or 109	3	
OFED 213 Records Mgmt./Filing	3	
Elective (lists A, C, G, H)	3	
Elective OPEN	3	
<b>Total</b>	<b>15</b>	
<b>Winter</b>		
ENGL 101 English Comp. I	3	
*MATH 100 or * OFED 111	5/4	DVSP 099, appropriate score on assessment test or 1yr of high school algebra
OFED 113 Calculator Lab	1	
*OFED 102 Document Processing	3	OFED 101, or proficiency test
*OFED 106 Keyboard Skill Building	1	OFED 101, or keyboard skill or 20wpm
<b>Total</b>	<b>12/ 13</b>	
<b>Spring</b>		
*OFED 260 Office Procedures	3	OFED 102
*CSCD 161 Electronic Spreadsheets	3	
*OFED 103 Advanced Document Processing	3	OFED 102
*OFED 121 Human Relations	3	ENGL 101
*OFED 290 Office Practicum	2	12 credits in Office Professions
<b>Total</b>	<b>14</b>	

Certificate Total 41/42

\*= Prerequisite *Note:* All courses are 11 weeks.

\*For flexibility in scheduling, campuses are permitted to move classes from the major into the entry sequencing.

**Certificate of Completion-Medical Office Clerk**

<b>Fall</b>	<b>Cr</b>	<b>Prerequisite(s)</b>
CSCD 100 Computer Literacy	1	
GNSD 102 Skills for College Success	2	
HIEP 117 Medical Term & Anatomy	4	
HIEP 121 Medical Legal Aspects	2	
NASD 102 or NASD 109	3	
OFED 213 Record Mgmt./Filing	3	
<b>Total</b>	<b>15</b>	
<b>Winter</b>		
ENGL 101 English Comp. I	3	
HIEP 130 Medical Office Billing I	2	
*MATH 100 or OFED 111	5/4	DSVP 099, appropriate score on assessment test or 1yr of high school algebra
OFED 113 Computer Lab	1	
*OFED 106 Keyboard Skill Building	1	OFED 101, or keyboard skill or 20wpm
Elective (list A,C,G,H)	3	
<b>Total</b>	<b>17/ 16</b>	
<b>Spring</b>		
*OFED 260 Office Procedures	3	OFED 103
*CSCD 161 Electronic Spreadsheets	3	CSCD 100 or Computer Competency
*HIEP 131 Medical Office Billing II	3	HIEP 130
*OFED 103 Advanced Document Processing	3	OFED 102
*OFED 121 Human Relations	3	ENGL 121
*OFED 290 Office Practicum	2	12 credits in Office Professions
<b>Total</b>	<b>17</b>	

Certificate Total 49/50