

Fort Scott Community College

Certificate Requirements

Medical Office Assistant

Students interested in entry-level work in a medical office can take courses to facilitate skill growth and employment.

ALH 1020	CPR for Basic Rescuer	1
BUS 1233	Field Study I	3
BUS 1243	Field Study II	3
INS 2862	Claim Payment Coding	3
MAT 2763	Business Math.....	3
SEC 1023	Keyboarding II	3
SEC 1213	Employee Relations	3
SEC 2313	Business Communications.....	3
SEC 2723	Medical Office Procedures	3
SEC 2733	Medical Terminology.....	3
SEC 2833	Word Processing.....	3
SEC 2743	Medical Transcription	3
SEC 1092	Intro to Health Information.....	2
SEC 2763	Legal & Ethical Issues in Healthcare.....	3
Total Hours in Certificate		39

Suggested Curriculum:

FIRST SEMESTER	
BUS 1233 Field Study I.....	3
SEC 1092 Intro to Health Information	2
SEC 2723 Medical Office Procedures	3
SEC 2733 Medical Terminology.	3
SEC 1023 Keyboarding II	3
Total Hours	14
SECOND SEMESTER	
SEC 2283 Word Processing	3
SEC 2743 Medical Transcription.....	3
BUS 1243 Field Study II.....	3
SEC 2763 Legal & Eth Issues in Healthcare....	3
ALH 1020 CPR for Basic Rescuer.....	1
Total Hours	13

THIRD SEMESTER	
SEC 1213 Employee Relations.....	3
MAT 2763 Business Math	3
INS 2862 Claim Payment Coding	3
SEC 2313 Business Communication	3
Total Hours.....	12