

CERTIFICATE PROGRAM

Danville Area Community College
2009-2010

Medical Office Services

Certificate Program

This program is designed to provide entry level employment skills for office personnel in a medical facility.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BOFF 140 Medical Terminology	3		
+ BOFF 121 Typing & Document Processing	3		
BOFF 151 Records Management	3		
# BOFF 237 Word I (pre: BOFF 130)	3		
+ BOFF 122 Document Processing II (pre: BOFF 121/38 wpm)	3		
BOFF 141 Intro. Medical Transcription (pre: BOFF 121; BOFF 140)	3		
* GSCI 105 Human Body Structures	3		
BOFF 242 Intermediate Medical Transcription (pre: BOFF 122; BOFF 140; BOFF 141)	3		
BOFF 245 Advanced Medical Transcription (pre: BOFF 242)	2		
BOFF 171 Basic Coding (pre: BOFF 242)	2		
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; W37 score; or consent)	3		
Total	31		

* General Education

Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.

+ Placement depends on demonstrated proficiency.

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.