

CERTIFICATE PROGRAM

Danville Area Community College
2010-2011

Medical Office

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 108 Ethics in the Workplace	1		
BOFF 130 Windows	2		
+ BOFF 121 Typing & Document Processing	3		
BOFF 135 Intro to the Office	3		
# BOFF 237 Word I (pre: BOFF 130)	3		
BOFF 140 Medical Terminology	3		
INST 101 Success in College	1		

Total 16

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.

Advanced Medical Office

Certificate Program

It is strongly suggested that students complete the Medical Office Assistant Certificate before enrolling in this certificate.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
+ BOFF 122 Document Processing II (pre: BOFF 121/38 wpm)	3		
ENGL 121 Communication Skills	3		
BOFF 141 Intro. Medical Transcription (pre: BOFF 121; BOFF 140)	3		
* GSCI 105 Human Body Structure and Function	3		
BOFF 171 Basic Coding (pre: BOFF 242)	3		

Total 15

* General Education

+ Placement depends on demonstrated proficiency.

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