

## **(B83) Certificate**

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The medical office certificate program is designed to assist students in becoming familiar with terminology, forms, and procedures used in medical offices. Upon completion of this program, students should be able to secure entry-level employment as a medical office employee.

### **Work and Employment**

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Medical assistants transcribe dictation, prepare correspondence and assist physicians or medical scientists with reports and articles.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

### **Major Field Requirements**

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- BIO 108 - Introduction to Human Anatomy and Physiology 4 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- NRS 102 - Medical Terminology and Related Body Structure 1 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 113 - Medical Transcription 3 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 213 - Advanced Medical Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

Total Hours Required for Certificate: 24

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### **Suggested Program**

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First Semester - Sem/Hrs: 8

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- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- NRS 102 - Medical Terminology and Related Body Structure 1 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)

Second Semester - Sem/Hrs: 11

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- BIO 108 - Introduction to Human Anatomy and Physiology 4 Semester hour(s)
- OAS 113 - Medical Transcription 3 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)

- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)

Third Semester - Sem/Hrs: 5

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- OAS 213 - Advanced Medical Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

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