

## **(B83) Certificate**

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**

Medical assistants transcribe dictation, prepare correspondence and assist physicians or medical scientists with reports and articles. Click here for further career information: <https://www.svcc.edu/academics/programs/individual/b83.html>

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

Academic Advising, 815/835-6354;

Major Field Requirements

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- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
  - CIS 109 - Introduction to Computers 3 Semester hour(s)
  - NRS 116 - Medical Terminology for Health Careers 3 Semester hour(s)
  - OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
  - OAS 104 - Keyboarding and Document Processing Basic - Level II 2 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 110 - Proofreading and Editing 2 Semester hour(s)
  - OAS 130 - Records Management 1 Semester hour(s)
  - OAS 141 - Advanced Word Processing 2 Semester hour(s)

Total Hours Required for Certificate: 22

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### **Suggested Program**

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First Semester - Sem/Hrs: 10

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- CIS 109 - Introduction to Computers 3 Semester hour(s)
  - OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
  - OAS 104 - Keyboarding and Document Processing Basic - Level II 2 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 130 - Records Management 1 Semester hour(s)

Second Semester - Sem/Hrs: 12

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- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
  - NRS 116 - Medical Terminology for Health Careers 3 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 110 - Proofreading and Editing 2 Semester hour(s)
  - OAS 141 - Advanced Word Processing 2 Semester hour(s)

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