

GLOUCESTER COUNTY COLLEGE
BUSINESS AND TECHNOLOGY DIVISION

COMPUTERIZED MEDICAL OFFICE SYSTEMS
Professional Development Certificate Program

This program provides students with an understanding of theory and application of computerized medical office systems. The professional development series allows working professionals to obtain additional knowledge and skills of their professions while earning college credit.

<u>Course</u>		<u>Credits</u>
_____	ALH 102 Medical Terminology	3
_____	BUS 231 Principles of Management	3
_____	COA 242 WordPerfect or	
_____	COA 243 Microsoft Word	3
_____	COA 101 Keyboarding I* or	
_____	COA 141 Computerized Information Management	2-3
_____	COA 111 Keyboarding II	2
	<u>TOTAL MINIMUM CREDITS:</u>	13

* Students with one year of high school keyboarding with a grade "C" or better should select a COA/BUS elective.
Students should not select CIS 101-107.

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REQUIRED CORE AND ELECTIVE COURSES

		<u>Credits</u>
<u>Allied Health</u>		
Medical Terminology	ALH 102	3
<u>Business</u>		
Principles of Management	BUS 231	3
WordPerfect	COA 242	or
Microsoft Word	COA 243	3
Keyboarding I	COA 101	or
Computerized Information Management	COA 141	2-3
Keyboarding II	COA 111	2
	<u>TOTAL MINIMUM CREDITS:</u>	13