

## Medical Office

Skill Set

14 Credit Hours

### Purpose

The Medical Office Skill Set is of value to office workers who need medical office skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Skill Set Requirements</b>		
AH 108	Medical Terminology	2
OA 103	Basic Document Processing I	3
<sup>1</sup> OA 104	Document Processing II	3
OA 129	Medical Terminology and Transcription	3
OA 145	Medical Administrative Procedures I	3

<sup>1</sup>OA 103 or previous keyboarding experience is required.

**Department Chair: 304.236.7619**

**Administrative Secretary: 304.236.7609**