



Get started on an
in-demand career.

MEDICAL OFFICE SUPPORT

Associate of Applied Business

RELATED CERTIFICATES AND DEGREES

Medical Office Support Certificate
Office Administration Degree

JOB OPPORTUNITIES FOR GRADUATES

The Medical Office Support major prepares you for a career as a medical office assistant, medical secretary, medical receptionist/information clerk, or medical records and health information technicians. You will learn to perform administrative duties in a medical, clinical, or health care related office environment. Training will be provided in several areas including general office skills, electronic health records, medical/clinical office procedures, data processing, office equipment operations, communication skills (verbal and written), and principles of medical record-keeping and business regulations. You will complete a professional portfolio as part of this program.

SALARY

Labor statistics project healthcare support positions to grow as much as 24.64% through 2024 with a salary range of \$20,300-\$33,446. Medical Secretaries are listed as one of the "Fastest Growing Occupations" for the Northwest Ohio region for 2014-2024.

Receptionists and Information clerks - \$23,795.20
- growth: 6.49%

Medical secretary - \$30,680 - growth: 20.43%

ACCREDITATION

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).



LOCATION

Findlay-area Campus (through on-ground and online courses)
Toledo-area Campus
Toledo Hybrid

OTHER PROGRAM INFORMATION

Some courses in this degree may require students to take online courses.

The Business Technologies Department works closely with local businesses and organizations to secure internships and employment opportunities for students and to assure program courses are relevant with current business practices and technology. Each student in the program will complete a 150 hour co-op work experience.

For more information, visit www.owens.edu or call:

Office of Admissions

Toledo-area Campus - (567) 661-7777
Findlay-area Campus - (567) 429-3509

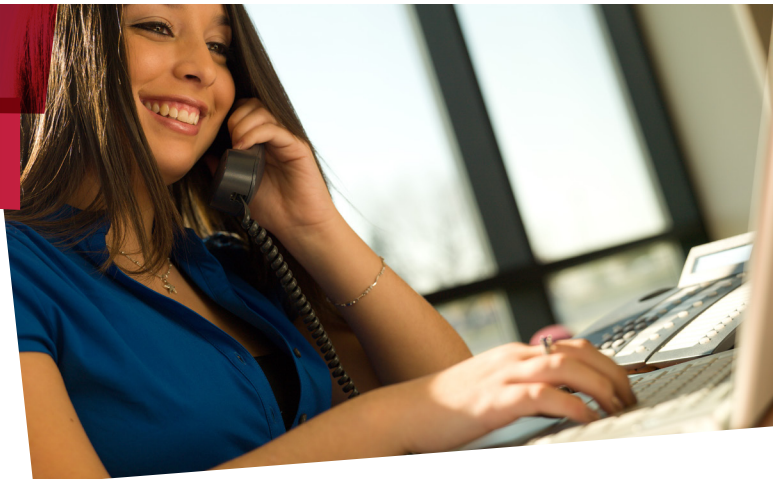
School of Business, Information and Public Service

(567) 661-7280
business@owens.edu



OWENS
COMMUNITY COLLEGE

Program Curriculum



MEDICAL OFFICE SUPPORT Associate of Applied Business

The Age of Coursework for Information Systems Technology (IST) courses is 6 years - chair approval required for courses beyond that.

1ST SEMESTER

**If keyboarding proficient (25wpm) complete and pass the proficiency test for OAD 100 and then enroll in OAD 101.*

OAD 135	Intro to Office Administration	Credits: 3(Lec: 3)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)
OAD 100	Beginning Keyboarding	Credits: 2(Lec: 2)
HIT 125	Language of Medicine	Credits: 3(Lec: 3)
ENG 111	Composition I *	Credits: 3(Lec: 3)
PHL 102	Principles of Ethics *	Credits: 3(Lec: 3)

2ND SEMESTER

IST 132	Data Mgmt Using Excel & Access	Credits: 3(Lec: 3)
OAD 262	Electronic Health Records	Credits: 2(Lec: 2)
OAD 265	Medical Office Simulation	Credits: 2(Lec: 2)
MAP 230	Coding and Reimbursement	Credits: 2(Lec: 2)
OAD 101	Document Formatting	Credits: 3(Lec: 3)
MTH 121	Mathematics of Finance	Credits: 3(Lec: 3)

3RD SEMESTER

OAD 140	Office Procedures	Credits: 3(Lec: 3)
OAD 270	Presentation Mgmt-Power Point	Credits: 3(Lec: 3)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)
ACC 100	Accounting for Small Business	Credits: 3(Lec: 3)
OAD 102	Word Processing Apps-Word	Credits: 3(Lec: 3)

4TH SEMESTER

BUS 215	Personal Financial Management	Credits: 3(Lec: 3)
_____	Social and Behavioral Sciences Elective	Credits: 3(Lec: 3)
	<i>*SOC 101 Recommended</i>	
ECO 201	Microeconomics *	Credits: 3(Lec: 3)
OAD 293	Office Admin Co Op Work Exp	Credits: 2(Lec: 1 Other: 10)
BUS 101	Contemporary Business	Credits: 3(Lec: 3)

*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at www.ohiohighered.org/transfer/transfermodule

STUDENT TESTIMONIALS

"I would recommend any student to take courses with Teri Pratt. She was a very good instructor and the material she covered was easy to understand." (OAD262)

"Really helped me if I did not understand, great teacher! I feel like a master of Word now!" (OAD102)

"Earlier this week I was promoted! Before I was an Administrative Assistant, now I'm the Program and Office Coordinator for my organization! I have additional responsibilities and couldn't be happier!"

"I really enjoy instructors who are passionate about what they are teaching. Every one of you made me enjoy coming to class."

"I just recently was hired as a medical office manager. I wanted to thank you for all that you helped me with and also the mock interviews we did were a great help. My boss told me he was very impressed with my interview and portfolio. I couldn't have done it without you and all my other teachers at Owens, so thank you so much for educating me and helping me with everything. I am extremely excited to be an office manager and so far I love it!"

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