



Your Success
Starts Here.



MEDICAL OFFICE MANAGEMENT AT PENTA CAREER CENTER

Owens Community College Major: Medical Office Support

Program Length: 4 semesters **Credits:** 60

PROGRAM INFORMATION

The Medical Office Support program prepares individuals, under the supervision of office managers and other professionals, to perform administrative duties in a medical, clinical, or health care facility/system 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.

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. Students will complete a professional portfolio as part of this program. The Office Administration 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.

SALARY

Labor statistics project medical support positions to grown as much as 36% through 2020 with a salary range of \$26,760-\$35,900. Medical Secretaries are listed as one of the "Fastest Growing Occupations" for the Northwest Ohio region for 2010-2020.

Medical receptionists and information clerks - \$26,760 – growth: 8-14%

Medical secretary - \$32,240 – growth: 22%+

Medical records and health information technicians - \$35,900 – growth: 22%+

TECH PREP SCHOLARSHIP

Owens Community College offers Tech Prep scholarships to graduating high school seniors who have participated in a Tech Prep career pathway within the Greater Northwest Ohio Tech Prep Consortium. The maximum award is \$2,000 total (\$1,000 per year) or \$500 per semester for four semesters to cover tuition, fees, and an allotment for books **that are not covered** by other financial aid, such as Federal Pell Grant, as long as the student maintains eligibility. This scholarship does not pay for supplies, lab fees, course fees, and other institutional fees. Students must earn earned a 2.5 on a 4.0 GPA scale by the end of the 7th semester of high school. They must enroll at Owens, full time, for the fall semester immediately following high school graduation, and declare an associate degree program related to the chosen high school Tech Prep pathway.



OWENS
COMMUNITY COLLEGE



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1ST SEMESTER

OAD 135 Intro to Office Administration	Credits: 3
IST 131 Computer Concepts and Apps	Credits: 3
OAD 100 Beginning Keyboarding	Credits: 2
OAD 101 Document Formatting	Credits: 3
HIT 125 Language of Medicine	Credits: 3
ENG 111 Composition I*	Credits: 3
OAD 250 Medical Law and Ethics	Credits: 2

2ND SEMESTER

OAD 102 Word Processing Apps-Word	Credits: 3
IST 132 Data Mgmt Using Excel & Access	Credits: 3
OAD 262 Electronic Health Records	Credits: 2
OAD 265 Medical Office Simulation	Credits: 2
MAP 230 Coding and Reimbursement	Credits: 2
MTH 121 Mathematics of Finance	Credits: 3

3RD SEMESTER

OAD 140 Office Procedures	Credits: 3
OAD 270 Presentation Mgmt-Power Point	Credits: 3
OAD 110 Integrated Office Communication	Credits: 3
ACC 101 Introductory Financial Acct	Credits: 3
BUS 101 Contemporary Business	Credits: 3

4TH SEMESTER

ENG 112 Composition II*	Credits: 3
SOC 260 Medical Sociology	Credits: 3
ECO 201 Microeconomics*	Credits: 3
OAD 293 Office Admin Co Op Work Exp	Credits: 2

Students also earn IST 100 Fundamentals of Computing (Credits: 1)

This program participates in College Credit Plus (CCP) at Owens Community College.

<u>College Credits earned via CCP:</u>	06
TOTAL:	06

Cost savings to the student: \$918

Calculation is based on current tuition structure, and is subject to change.

Students do not receive an application fee if they continue their studies at Owens Community College!

For enrollment information, please contact your Admissions Representative:

JJ Sharpe
 Office of Admissions
 30335 Oregon Rd.
 Perrysburg, OH 43551
 (567) 661-7777
 Jennifer_Sharpe2@owens.edu

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