

# OFFICE ADMINISTRATION

## Medical Office Administration Major

### TECHNOLOGY & WORKFORCE DEVELOPMENT DIVISION

#### Program of Study

The Medical Office Administration program provides students with the skills and knowledge necessary for allied health-related careers. Medical Office Administration skills require problem-solving, decision-making, and customer service. The program provides individuals with the knowledge, skills, and professional foundation required for careers in medical offices through both classroom instructions as well as cooperative work experiences and internships.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business
- Employ analysis and critical thinking skills to define a problem, identify possible solutions, and develop and implement a solution
- Demonstrate effective hands-on use of computer application software, including the entire suite of Microsoft Office products
- Work effectively as a member of a team
- Prepare, proofread, and edit business documents, as well as written and oral presentations using currently accepted presentation software
- Be prepared to become Microsoft Office Specialist Certified

#### POTENTIAL CAREERS:

This degree prepares students for careers in the categories of:

- Medical Office Management
- Medical Transcription
- Medical Billing
- Administrative Assistant

#### Associate of Applied Business

##### TECHNICAL CONCENTRATION

		Credit Hrs.
BIO	1200	Introduction to Anatomy and Physiology . . . . . 3
HIT	1350	Health Data Management . . . . . 3
MED	2400	Medical Terminology . . . . . 3
MED	2450	Introduction to Medical Coding . . . . . 4
MED	2510	Medical Transcription . . . . . 3
MED	2600	Medical Billing . . . . . 3
MED	2900	Medical Work Experience . . . . . 2
OAD	1150	Document Formatting I . . . . . 3
OAD	1160	Document Formatting II . . . . . 3
OAD	1300	Office Procedures . . . . . 3
OAD	1400	Personal and Professional Development . . . . . 3
OAD	2151	Technical Office Skills . . . . . 3
		<b>Total Technical Credit Hours . . . . . 36</b>

##### GENERAL EDUCATION AND RELATED COURSES

GEN	1000	First-Year Seminar . . . . . 1
ACC	1100	Financial Accounting . . . . . 4
CIT	1090	Computer Fundamentals . . . . . 3
Choose:		ENG 1050, College Composition I or ENG 1020 . . . . . 3
ENG	1900	Technical Writing . . . . . 3
MTH	1110	Business Math . . . . . 4
SPE	2010	Effective Speaking . . . . . 3
		*Humanities Elective . . . . . 3
		*Social Science Elective . . . . . 3
		*Computer Applications Elective . . . . . 3
		<b>Total General Education &amp; Related Credit Hours . . . . . 30</b>
		<b>TOTAL CREDIT HOURS . . . . . 66</b>

Students who are not keyboard proficient must enroll in OAD 1000, Basic Keyboarding.

- \* See page 95 for a listing of specific electives.  
See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 97-103.

- \*\* All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Technology and Workforce Development Division office, Building E, Room 107 or on the web at [www.terra.edu](http://www.terra.edu).