

### Degree and Certificate Programs

This degree can lead to a good, steady job in an administrative or medical support position; for the business student aiming for career advancement, it can be an entry point into an organization's administrative support structure.

The **CURRICULUM** is designed to offer courses that enhance students' technical skills, communication skills, and leadership/management skills, with an emphasis on professional work ethic.

The **EXTENSIVE WORK EXPERIENCE** component of the program ensures that the graduate's resume already lists related work experience, and the graduate is ready to drop seamlessly into the local workforce.

## EXECUTIVE OFFICE

### ADMINISTRATION DEGREE

The Executive Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on both non-technical and technical skills in classroom instruction as well as cooperative work experiences and internships.

#### POTENTIAL OCCUPATIONS

*Executive Assistant*  
*Office Manager*  
*Administrative Assistant*  
*Technical Office Assistant*

## MEDICAL OFFICE

### ADMINISTRATION DEGREE

The Medical Office Administration curriculum prepares individuals for employment in medical and other healthcare-related offices. Coursework includes anatomy and physiology, computer systems, document formatting, medical billing, medical coding, medical terminology, medical transcription, office procedures, and personal and professional development. Students will learn administrative and support functions and develop skills applicable in medical environments through classroom instruction as well as cooperative work experiences and internships.

#### POTENTIAL OCCUPATIONS

*Medical Office Management*  
*Medical Transcription*  
*Medical Billing*  
*Administrative Assistant*

The **OFFICE ASSISTANT** and **MEDICAL CLERK CERTIFICATES** provide students with the software knowledge and skills to perform the basic office procedures required in most offices. The certificates are fully embedded into their programs – all credits may be applied to their respective associate degree.

# ASSOCIATE OF APPLIED BUSINESS

## Office Administration

*Business, Communications, and the Arts Division*

### GENERAL EDUCATION COURSES

ENG 1050	College Composition I .....	3
ENG 1060	College Composition II .....	3
	or	
ENG 1900	Technical Writing for Business/Industry .....	3
MTH 1100	Business Math .....	4
HUM #####	Any OTM Humanities Course (HUM 1010 Critical Thinking is recommended).....	3
PSY #####/SOC #####	Any OTM Social Science Course .....	3
	(PSY 1210 General Psychology is recommended)	
SPE 2010	Effective Speaking .....	3
<b>Total General Education Credit Hours .....</b>		<b>19</b>

### APPLIED GENERAL EDUCATION COURSES

ACC 1100	Financial Accounting.....	4
DLS 1090	Digital Literacy and Applications .....	3
GEN 1000	First-Year Seminar .....	1
OAD 2230	Advanced Database .....	1
OAD 2240	Advanced Spreadsheets .....	1
OAD 2330	Advanced Presentation Graphics.....	1
<b>Total Applied General Education Credit Hours .....</b>		<b>11</b>

### TECHNICAL COURSES

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
OAD 2600	Integrated Office Applications.....	3
One Major	.....	17
<b>Total Technical Credit Hours .....</b>		<b>35</b>

**TOTAL CREDIT HOURS FOR DEGREE .....** 65



### MAJORS

**Choose at least 1 major**

#### EXECUTIVE

ACC 2330	Computerized Accounting .....	3
MGT 1190	Management.....	3
MGT 1250	Leadership Development.....	3
MGT 2200	Customer Service .....	3
MGT 2670	Business Ethics .....	3
OAD 2902	Executive Work Experience .....	2
<b>Executive Major Credit Hours .....</b>		<b>17</b>
<b>TOTAL CREDIT HOURS.....</b>		<b>65</b>

#### MEDICAL

BIO 1200	Introduction to Anatomy and Physiology .....	3
MED 1400	Medical Office Management .....	3
MED 2400	Medical Terminology .....	3
MED 2510	Medical Transcription and Voice Recognition .....	3
MED 2600	Medical Billing.....	3
MED 2902	Medical Work Experience .....	2
<b>Accounting Major Credit Hours.....</b>		<b>17</b>
<b>TOTAL CREDIT HOURS.....</b>		<b>65</b>

### EMBEDDED CERTIFICATES

#### MEDICAL CLERK CERTIFICATE

BIO 1200	Introduction to Anatomy and Physiology.....	3
MED 1400	Medical Office Management .....	3
MED 2400	Medical Terminology .....	3
MED 2510	Medical Transcription and Voice Recognition.....	3
MED 2600	Medical Billing .....	3
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 2230	Advanced Database.....	1
OAD 2240	Advanced Spreadsheets .....	1
OAD 2330	Advanced Presentation Graphics .....	1
<b>TOTAL CREDIT HOURS FOR MEDICAL CLERK CERTIFICATE .....</b>		<b>30</b>

#### OFFICE ASSISTANT CERTIFICATE

DLS 1090	Digital Literacy and Applications.....	3
MGT 1190	Management .....	3
MGT 1250	Leadership Development.....	3
MGT 2200	Customer Service.....	3
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
OAD 2230	Advanced Database.....	1
OAD 2240	Advanced Spreadsheets .....	1
OAD 2330	Advanced Presentation Graphics .....	1
<b>TOTAL CREDIT HOURS FOR OFFICE ASSISTANT CERTIFICATE .....</b>		<b>30</b>