

2 YEAR ASSOCIATE OF APPLIED BUSINESS DEGREE

Medical Office Support



From daily medical office procedures and management to the efficient computer skills necessary to process patient appointments, records, insurance and payments, students in Edison Community College's Medical Office Support option are specially prepared for future office positions in a variety of medical settings, including doctor, clinic and hospital offices.

Students in this area of study will also gain management skills, which may qualify them for promotion within the field or for further education towards a career in medical records.

All courses are taught on the Edison campus, although a fully online degree opportunity in Medical Office Support is also available. (See Online brochure).



PROGRAM DESCRIPTION

Advances in technology have expanded the role of today's office professional and have changed the way that individuals work in the office environment. There is an increased demand for well-educated office support personnel, especially in offices using advanced computer technology.

Students develop word processing, machine transcription, keyboarding and computer skills essential to every office worker. The Office Systems & Administration degree program also includes instruction in management, human behavior, accounting, communication and supervision. Students entering the program with previous office training may be able to move directly into more advanced courses through proficiency testing or articulation agreements.

Individuals pursuing office systems careers will find a significant advantage in attaining a college education. College prepares students to function effectively in the majority of work environments by providing exposure to a large variety of techniques and technologies. Employers actively seek graduates with the ability to take on new responsibilities, expand ideas and think independently.

As a career degree, the curriculum is based on job skills rather than transferability. Many Ohio colleges and universities accept this major; however, students interested in transferring should see their advisor for information on transfer options.

For more information, contact Anna Hudelson at 937-778-7908 or hudelson@edisonohio.edu.

To register for classes, please make an appointment with an academic advisor.

Piqua: Advising Resource Center
1-937-778-7930

Greenville: Darke County Campus
1-937-778-7890

Toll Free: 1-800-922-3722
(specify campus when calling)

PROGRAM REQUIREMENTS

Number	Title
FIRST SEMESTER	
OSA 111S	Keyboarding/Formatting
OSA 151S	Medical Terminology
CIT 110S	Personal Computer Applications
ENG 121S	Composition I
	Social/Behavioral Science Elective
SECOND SEMESTER	
OSA 112S	Document Processing
OSA 131S	Records Management
OSA 152S	Medical Transcription
BIO 124S	Human Biology
	Technical Elective
THIRD SEMESTER	
OSA 230S	Medical Office Procedures
OSA 252S	Medical Office Computing
ACC 114S	Principles of Accounting I
BUS 221S	Principles of Management
COM 120S	Effective Communication OR
COM 121S	Fundamentals of Communication
FOURTH SEMESTER	
OSA 232S	Office Procedures II
OSA 233S	Medical Insurance and Coding
BUS 123S	Business Writing
MGT 126S	Human Relations in the Workplace
SPE 228S	Interpersonal Communication OR
HUS 112S	Principles of Interviewing and Counseling
	Humanities Elective