



South Central College Program Design

AAS 2251/3295 Administrative Office Specialist - Medical

Program Information

Instructional Level Associate Degree

Career Cluster Business Management and Administration

Description

The Administrative Office Specialist-Medical program is designed for learners interested in working in a medical facility and who enjoy office work. Learners will become proficient in keyboarding, word processing, grammar and sentence structure, medical terminology, computer technology, and medical records. The increased technology in this field demands skilled office personnel as physicians and other health care professionals rely upon the expertise of the Administrative Office Specialist. Examples of duties include scheduling appointments, reviewing medical prior authorizations, and verifying medical insurance. The opportunity to work in many health care settings is appealing for those wishing to engage with health care specialists and patients. Employment opportunities would include clinics, hospitals, long-term care facilities, chiropractic clinics, and other health care related facilities.

Program Admission Dates (Fall and/or Spring)

Fall and Spring

Program Location (North Mankato and/or Faribault)

Online at both the Faribault and North Mankato Campuses

Program Student Learning Outcomes

- 1 Input data with speed and accuracy at industry standard
- 2 Apply knowledge of application software
- 3 Demonstrate business communications

Program Configurations

Fall 2018

Credits

Technical Course	44
Liberal Arts & Sciences	16
Total Credits	60

Semester 1

Course #	Course Title	Credits	Function
OTEC 1820	Business English	3	Technical Course
OTEC 1840	Microsoft PowerPoint	3	Technical Course
OTEC 1860	Microsoft Word	4	Technical Course
OTEC 2810	Computer Technology	3	Technical Course
OTEC 2800	Office Keyboarding	3	Technical Course

Semester 2

Course #	Course Title	Credits	Function
HC 1000	Medical Terminology I	3	Technical Course
HC 1525	Health Care Core Foundations	2	Technical Course
LIB ARTS	Elective	3	Liberal Arts & Sciences
OTEC 1822	Microsoft Excel	4	Technical Course
OTEC 2820	Business Communications	3	Technical Course

Semester 3

Course #	Course Title	Credits	Function
HC 1550	Electronic Health Records	2	Technical Course
MA 1020	Medical Office Procedures	3	Technical Course
OTEC 2870	Information Resource Management	3	Technical Course
COMM130 or COMM140	Intercultural Communication or Interpersonal Communication	3	Liberal Arts & Sciences
LIB ARTS	Elective	3	Liberal Arts & Sciences

Semester 4

Course #	Course Title	Credits	Function
OTEC 2850	Integrated Information Systems	3	Technical Course
OTEC 2905	Internship	2	Technical Course
LIB ARTS	Elective	4	Liberal Arts & Sciences
OTEC 2815	Employment Portfolio	3	Technical Course
PHIL100 or PHIL150	Ethics in Society or Medical Ethics	3	Liberal Arts & Sciences

Program Course List

Number	Title	Credits	Pre/Corequisites
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HC 1000	Medical Terminology I	3	None
HC 1525	Health Care Core Foundations	4	None
HC 1550	Electronic Health Records	2	None
MA 1020	Medical Office Procedures	3	Acceptance into one of the following programs: Medical Assisting, Health Unit Coordinator, or Administrative Office Specialist - Medical
Otec 1820	Business English	3	None
Otec 1822	Microsoft Excel	4	None
Otec 1840	Microsoft PowerPoint	3	None
Otec 1860	Microsoft Word	4	None
Otec 2800	Office Keyboarding	3	A minimum keyboarding speed of 40 words per minute on a 3-minute timing with 3 errors or less or advisor approval.
Otec 2810	Computer Technology	3	None
Otec 2815	Employment Portfolio	3	Otec1860 Otec2820
Otec 2820	Business Communications	3	Otec 1820
Otec 2850	Integrated Information Systems	3	Otec1822 - Microsoft Excel, Otec1840 - Microsoft PowerPoint, Otec1860 - Microsoft Word, Otec2870 - Information Resource Management
Otec 2870	Information Resource Management	3	None
Otec 2905	Internship	2	Otec 1822 Otec 1860 Otec 2820