Office Administration and Technology Program

ADMINISTRATIVE OFFICE SPECIALIST - MEDICAL
A.A.S. Degree, 60 Credits

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, 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.

NOTE: All program plans are preliminary, and curriculum may change without notice. Your catalog of record may have different requirements.

Program Learning Outcomes
1. Input data with speed and accuracy at industry standard
2. Apply knowledge of application software
3. Demonstrate business communications
4. Demonstrate professional etiquette

Note: Prerequisite Requirements
Students must either currently have or attain the skills in OTEC1001 Computer Software for College and OTEC1790 Keyboarding for College before entry in the Office Administration and Technology programs.

Program Location: Online at both the Faribault and North Mankato Campuses

Admission Dates: Fall or Spring Semester

Contact Program Advisor for online option availability.

For more information: (507) 389-7200 | admissions@southcentral.edu

Program Advisors/Instructors
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The sequence in which a student takes the required courses is determined by the student’s schedule, goals and skills, as well as class availability. College readiness classes or prerequisites may be required for some students/courses – see Program Advisor.