



# CERTIFICATION TO ENHANCE YOUR SKILLS.

## MEDICAL OFFICE SUPPORT CERTIFICATE

### CREDITS FROM THIS CERTIFICATE CAN BE APPLIED TOWARD THE

Business Office Professional Degree

### JOB OPPORTUNITIES FOR GRADUATES

The Medical Office Support certificate prepares you for a supporting role as a medical receptionist/information clerk, medical secretary, or medical records and health information technicians. You will learn to perform administrative duties in a medical, clinical, or health care related office environment. Training will be provided in several areas including general office skills, electronic health records, medical/clinical office procedures, data processing, office equipment operations, communication skills (verbal and written), and principles of medical record-keeping and business regulations.

### SALARY

The medical secretary field shows a growth of 8.5% in the Northwest Ohio region for 2018-2028. Pay range: \$26,760 - \$35,900.

### Medical Secretary

\$31,408 - growth: 8.5%

### ACCREDITATION

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).



### LOCATION

Toledo-area Campus  
Hybrid

### STUDENT TESTIMONIALS

*"I would recommend any student to take courses with Teri Pratt. She was a very good instructor and the material she covered was easy to understand." (OAD262)*

*"Really helped me if I did not understand, great teacher! I feel like a master of Word now!" (OAD102)*

*"I really enjoy instructors who are passionate about what they are teaching. Every one of you made me enjoy coming to class."*

### OTHER INFORMATION

Some courses in this certificate may require students to take online courses. For more info on these programs and others in the School of Business, Hospitality Management and Public Safety, go to [www.owens.edu/business](http://www.owens.edu/business) or call (567) 661-7280.

The Business Technologies Department works closely with local businesses and organizations to secure internships and employment opportunities for students and to assure program courses are relevant with current business practices and technology.

**OWENS.EDU**

### Office of Admissions

Toledo-area Campus - (567) 661-7777  
Findlay-area Campus - (567) 429-3509

### School of Business, Hospitality Management and Public Safety

(567) 661-7280  
[business@owens.edu](mailto:business@owens.edu)



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# CERTIFICATE CURRICULUM

## MEDICAL OFFICE SUPPORT CERTIFICATE

### REQUIRED COURSES

The Age of Coursework for Office Administration (OAD) and Information Systems (IST) courses is six (6) years. Chair approval is required for courses beyond that. Please refer to College Policy, Chapter 2 - Academic, 3358:11-2-22 Age of Coursework Policy..

### 1ST SEMESTER

*\*\*If keyboarding proficient (25wpm) complete and pass OAD 100 proficiency test.*

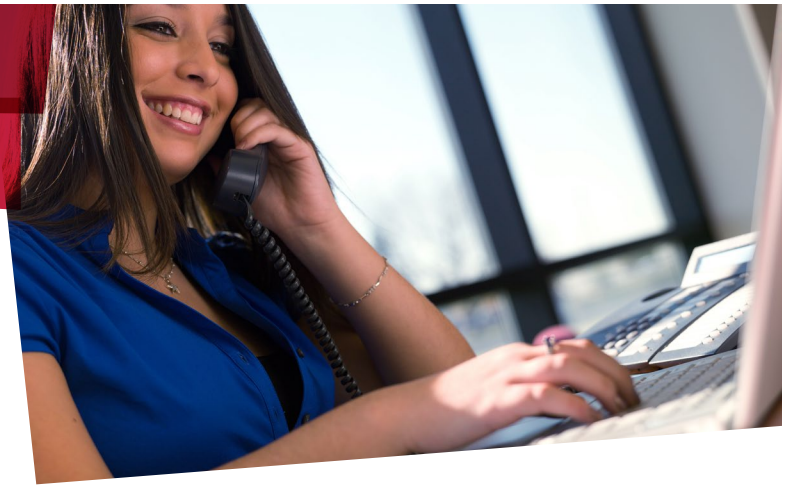
HIT 125	Language of Medicine	Credits: 3(Lec: 3)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)
OAD 100	Beginning Keyboarding	Credits: 2(Lec: 2)
OAD 135	Intro to Office Administration	Credits: 3(Lec: 3)

### 2ND SEMESTER

OAD 102	Word Processing Apps-Word	Credits: 3(Lec: 3)
OAD 150	Medical Scribe Introduction	Credits: 2(Lec: 2)
OAD 264	Medical Office Procedures	Credits: 3(Lec: 3)
PHL 102	Principles of Ethics *	Credits: 3(Lec: 3)

\*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at [www.ohiohighered.org/transfer/transfermodule](http://www.ohiohighered.org/transfer/transfermodule)



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**Your success starts here.**



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