Learning Outcomes: Medical Office Administration

❖ Medical Office Administration, Degree

- Students will be able to support management in medical office administration.
- Students will be able to prepare business documents.
- Students will be able to manage business records.
- Students will be able to demonstrate business communication skills.
- Students will be able to utilize appropriate office technology.
- Students will be able to execute duties of a medical office administrator.

❖ Medical Office Specialist, College Credit Certificate

- Students will be able to support management in medical office administration.
- Students will be able to prepare business documents.
- Students will be able to manage business records.
- Students will be able to demonstrate business communication skills.
- Students will be able to utilize appropriate office technology.

❖ Medical Office Support, College Credit Certificate

- Students will be able to support management in medical office administration.
- Students will be able to prepare business documents.
- Students will be able to manage business records.
- Students will be able to utilize appropriate office technology.