

# Learning Outcomes: Medical Office Administration

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## ❖ **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.