



DAVIS COLLEGE

4747 Monroe Street
Toledo, OH 43623

419.473.2700
800.477.7021

Administrative Professional, Medical Secretarial Major Associate Degree

This program prepares graduates to work as an administrative professional in a medical environment as part of a medical office team. Students are provided the opportunity to develop and enhance skills in a variety of applications, including communication, word processing, spreadsheets, medical terminology, and medical office procedures.

Upon completion of the Associate of Applied Business degree with a major in Medical Secretarial, the Davis College graduate will be prepared to:

- Use basic through advanced features of a word processing software program to produce a variety of documents used in business and medical environments.
- Utilize language arts skills and medical terminology to produce mailable documents.
- Perform medical office procedures such as answering phones, scheduling appointments, organizing patient records, greeting and communicating with patients, and processing medical billing for collections.
- Produce mailable documents utilizing voice recognition technology.
- Develop a professional portfolio.
- Apply the principles and intentions of the General Education and the Business Core purposes.

Program Outline

Course No.	Course Title	Cr. Hrs.
OAM108*	Proofreading and Voice Recognition	3
OAM121	Introduction to Office Administration	3
OAM219	Administrative Professional Capstone	2
OAM221	Administrative Professional Externship	3
OAM223	Business Communications	4
WPR120*	Word Processing	3
WPR220	Advanced Word Processing	3
WPR222	Medical Word Processing	3
MED101*	Medical Terminology	3
MED110	Administrative Medical Office Procedures	5
MED112	Medical Law and Ethics	3
MED114	Basic Insurance and Coding	4
CAS122*	Spreadsheet Applications	3
CAS212	Advanced Spreadsheet Applications	3
CAS/WPR/MED	Technical Elective	3
ACC101	Accounting Principles I	4
MGT102	Introduction to Business	5
COM121	Composition I	5
COM122	Composition II	4
COM---	Communication Elective (COM201 or COM202)	4
HUM---	Humanities Elective	3
MTH102	Introductory Algebra I	5
SCI---	Science Elective	3
SSC201	Economics	4
SSC---	Social Science Elective	4
IDS110†	Forum on Technology and Resources	5
Total Program Credit Hours		94

*Foundation courses required as part of the 45 hours completed before Mid-Program Assessment.

Students are required to earn a grade of "C" or higher in each of the foundation courses.

†Required before Mid-Program Assessment