Advanced Medical Office Manager Technical Certificate (AM01)

DESCRIPTION

The Advanced Medical Office Manager certificate program focuses on the skills necessary for a variety of managerial and clerical duties. This program will introduce students to medical insurance, accounting principles, and standardized recordkeeping procedures.

EMPLOYMENT OPPORTUNITIES

Graduates of the Advanced Medical Office Manager technical certificate program are prepared to work in entry-level management positions in medical offices.

ADMISSIONS CRITERIA

- Submit a completed application and application fee;
- Be at least 17 years of age;
- Submit official high school transcript or GED transcript;
- Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

<table>
<thead>
<tr>
<th>TEST</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPASS</td>
<td>79</td>
<td>62</td>
<td>NA</td>
<td>37</td>
</tr>
<tr>
<td>SAT</td>
<td>450</td>
<td>NA</td>
<td>440</td>
<td>NA</td>
</tr>
<tr>
<td>ACT</td>
<td>17</td>
<td>16</td>
<td>19</td>
<td>NA</td>
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</tbody>
</table>

ADVANCED MEDICAL OFFICE MANAGER CURRICULUM

The curriculum for the Advanced Medical Office Manager certificate program is designed for the semester system. A student may enter the program any semester. To graduate, certificate-seeking students must earn a minimum of 26 semester credit hours. The program requires a minimum of 405 contact hours and generally takes 2 semesters to complete.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core</td>
<td>15</td>
</tr>
<tr>
<td>Area I – Language Arts/Communication</td>
<td></td>
</tr>
<tr>
<td>ENGL 1102 – Literature and Composition (OL)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130- American Literature (OL)</td>
<td>3</td>
</tr>
<tr>
<td>Area II – Social/Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td>HIST 2112- U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>POLS 1101- American Government</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1101-Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Courses</td>
<td>11</td>
</tr>
<tr>
<td>BUSN 1015- Introduction to Medical Insurance</td>
<td>4</td>
</tr>
</tbody>
</table>
**ACCT 1100- Financial Accounting I (OL) | 4**

**MGMT 1105- Organizational Behavior (OL) | 3**

(OL) designation indicates course may be available online during selected semesters. *"C" or higher grade is required for this course.

**PROGRAM COSTS**

Tuition/Fees: $2,990  
Books/Supplies: $1,000  
(Costs are estimates and are subject to change.)

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**TOP 10 REASONS**

**why OTC is the right choice for you!**

1. Great-paying careers!  
2. Strong job placement!  
3. Affordable tuition with financial aid options you don’t have to pay back!  
4. Over 100 majors to choose from!  
5. Flexible class scheduling: day, evening, and online classes!  
6. Faculty with real-world experience  
7. Hands-on learning  
8. Small class sizes  
9. An Associate’s Degree, diploma, or certificate in less 2 years or less!  
10. We GUARANTEE your education!

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**GET STARTED TODAY!**

1. Select a program! Free career counseling is available.  
2. Review the Admissions Checklist and APPLY online at [www.ogeecheetech.edu](http://www.ogeecheetech.edu)!  
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

**QUESTIONS:**

Contact Admissions at 912.688.6994 or via email at enrollment@ogeecheetech.edu!

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