

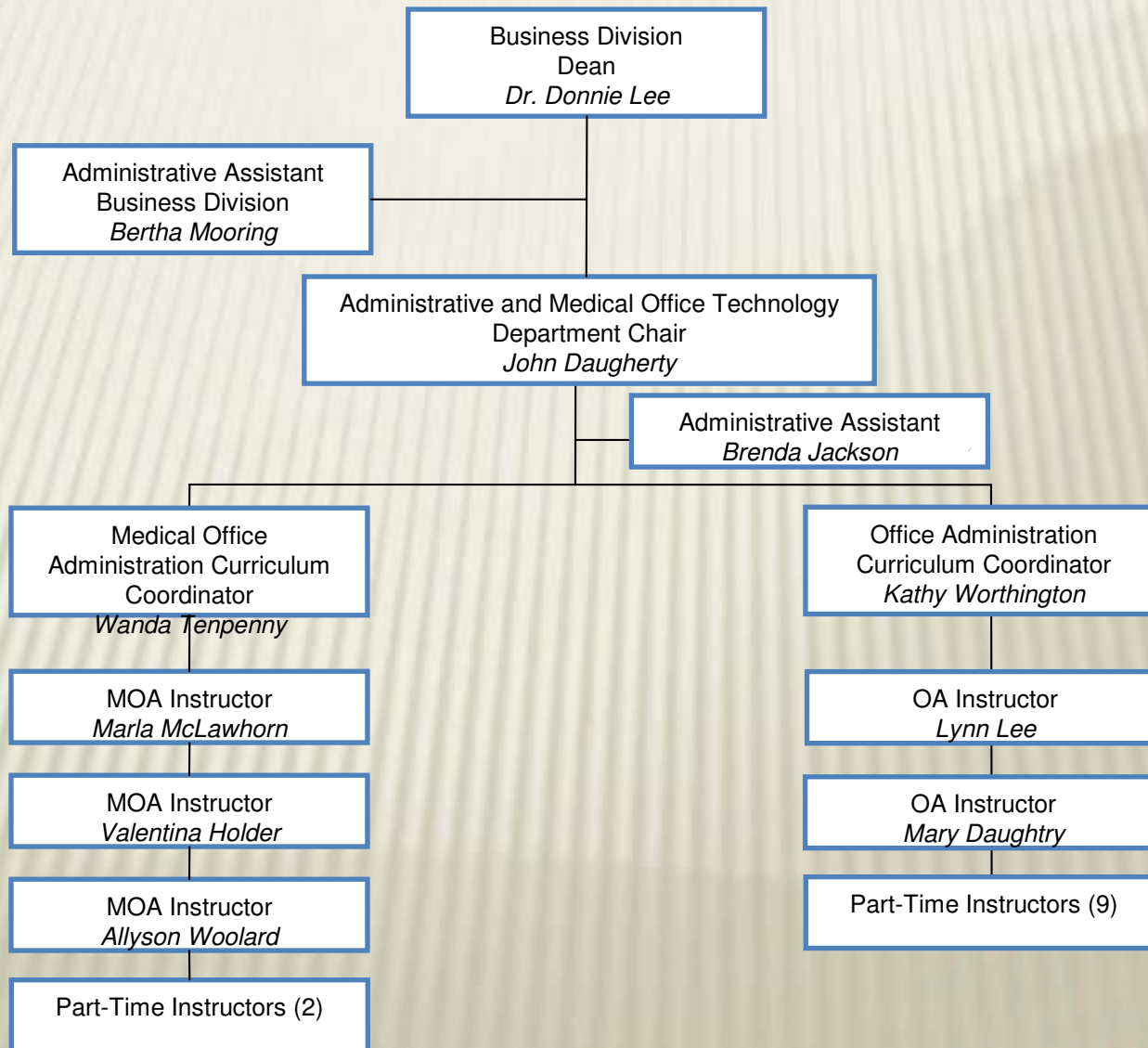


Administrative & Medical Office Technology

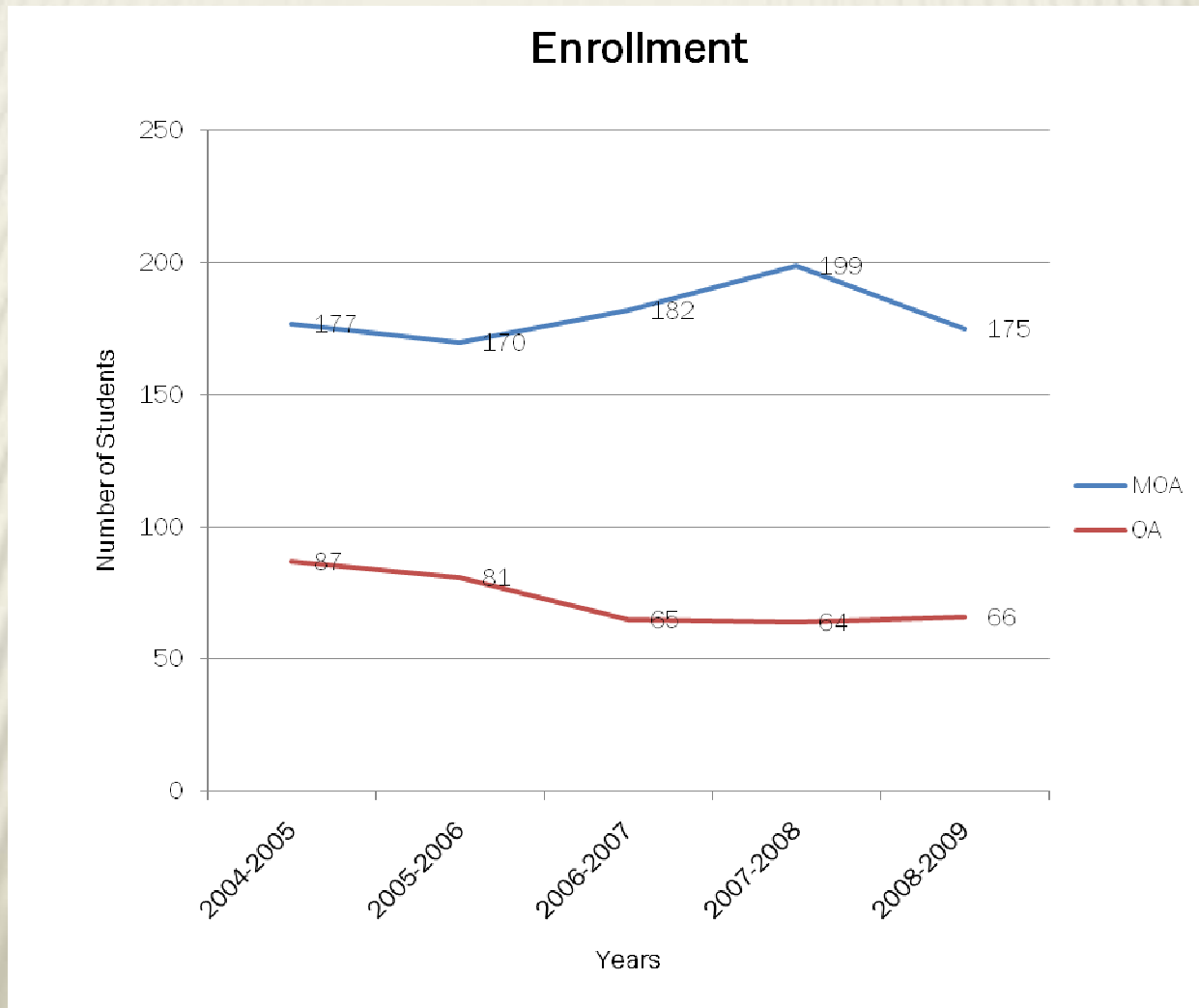
*Office Administration
Office Administration/Legal
Medical Office Administration
Dental Office Administration*

Pitt Community College

AMOT ORGANIZATION



GROWTH

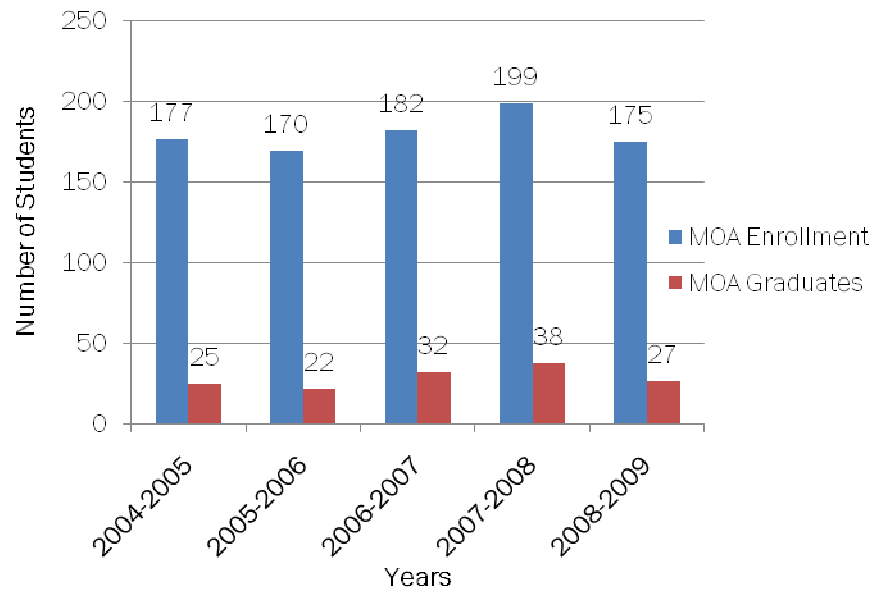


RETENTION RATES

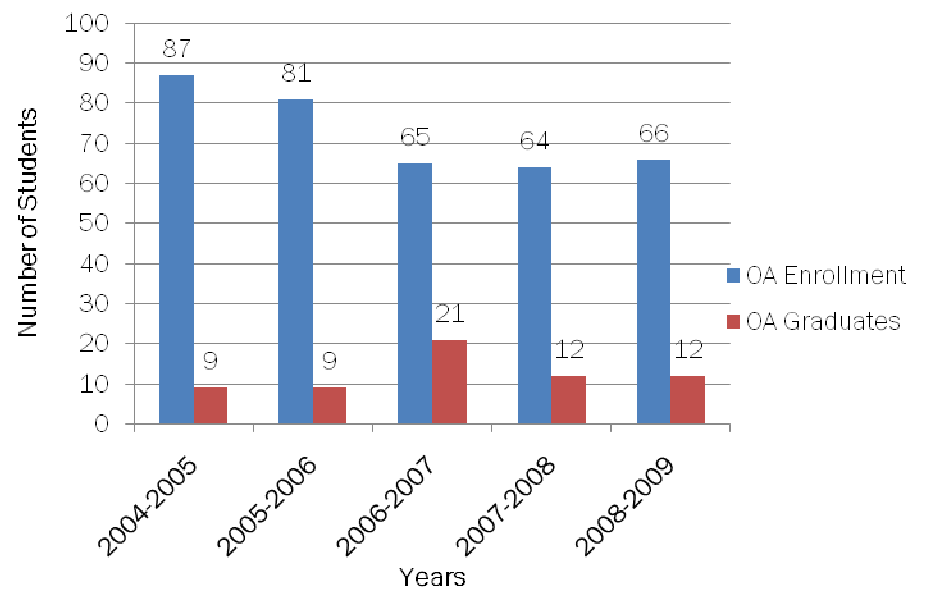


GRADUATION RATES

MOA Enrollment and Graduates



OA Enrollment and Graduates



FTE

Academic Year	Institutional Average Per Instructor	AMOT Average per Instructor
2005	13.86	15.1
2006	14.31	16.03
2007	15.07	14.0
2008	15.18	18.5

STRATEGIC PLAN 2007-2011

× Goal 1: Engagement and Access

- + Now offering Insurance/Billing Diploma

- + Advisory Committees

- × Added BUS 260 – improve English and writing skills

- × Added ACC 120 and ACC 140 – increase skill set in Accounting

- × Added OST 153 – QuickBooks which is widely used by small businesses

- × Added OST 249 – prepares students for CPC certification

STRATEGIC PLAN 2007-2011

× Goal 2: Active Learning & Student Success

- × Interdisciplinary collaboration between MOA and OA as well as Paralegal, HIT, AGE, OTA, Massage Therapy, Medical Assisting

- × Instructors use Case Grader, SAM, and GDP

- × 100% of courses are online

- × 100% of courses globalized by Spring 2010

- ★ Understand international transcription and storage.

- ★ Develop an awareness of other cultures and improve communication skills important in a global workplace.

- ★ To research why cancer has become the number one killer in China.

- ★ Develop an understanding of globalizing records in a general office or healthcare setting.

STRATEGIC PLAN 2007-2011

- × Goal 3: Professional & Organizational Development
 - + 4 MOA instructors are RHIA certified
 - + 2 MOA instructors are CPC certified
 - + 1 OA instructor is IC3 certified
 - + 90% of department has participated in Leadership Institute
 - + 100% of department has received Moodle training (including all part-time instructors)
 - + 85% OA courses are in Moodle
 - + 25% MOA courses are in Moodle – due to conflicts with access codes from publishers

STRATEGIC PLAN 2007-2011

- × Goal 4: Financial Resources & Facility Development
 - + Evaluate programs through Advisory Committees
 - × Eliminated OST 223 – Machine Transcription
 - × Added OST 153 – Accounting course to make students more marketable
 - + WE forms

EMPOWER STUDENTS FOR SUCCESS

- × Outreach
 - + Bernstein Center



PLANS FOR FUTURE

- × Secure WIA support for MOA and OA
- × 2 MOA instructors to sit for CCS-P exam through AHIMA
- × Medical Transcription to be an approved medical transcription education program through AHDI
- × Office Administration program to be approved for CAP and CPS certification through IAAP
- × Create ISA with Gaston College for Legal Program
- × New Dental Office Administration Diploma
- × One MOA instructor to be trained as a “Trainer” for ICD-10-CM coding

QUESTIONS



Administrative & Medical Office Technology