

# Office Administration A.A.S.

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The courses in this program of study may not be offered every semester. It is important to consult with your advisor to determine course schedules to stay on track to graduate.

## Area I – Written Composition

Item #	Title	Hours	Grade	Term Completed
ENG 101	English Composition I	3		
ENG 102	English Composition II	3		
	Sub-Total Credits	6		

## Area II – Humanities and Fine Arts

Item #	Title	Hours	Grade	Term Completed
	Humanities/Fine Arts Elective	3		
	Sub-Total Credits	3		

## Area III – Natural Sciences and Mathematics

Item #	Title	Hours	Grade	Term Completed
BIO 103	Principles of Biology I	4		
	MTH 100 or MTH 116	3		
	Sub-Total Credits	7		

## Area IV – History, Social and Behavioral Sciences

Item #	Title	Hours	Grade	Term Completed
ECO 231	Principles of Macroeconomics	3		
	Sub-Total Credits	3		

## Area v - Administrative Assistant: General

**Total Hours Required for Degree: 68**

<b>Item #</b>	<b>Title</b>	<b>Hours</b>	<b>Grade</b>	<b>Term Completed</b>
ACT 249	Payroll Accounting	3		
BUS 215	Business Communication	3		
BUS 241	Principles of Accounting I	3		
BUS 263	The Legal and Social Environment of Business	3		
CIS 146	Computer Applications	3		
CIS 147	Advanced Micro Applications	3		
	OAD 101 or OAD Elective	3		
OAD 103	Intermediate Keyboarding	3		
OAD 104	Advanced Keyboarding	3		
OAD 125	Word Processing	3		
OAD 126	Advanced Word Processing	3		
OAD 134	Career and Professional Development	3		
OAD 218	Office Procedures	3		
	OAD 241 or OAD 242	3		
OAD 243	Spreadsheet Applications	3		
ORI 101	Orientation to College	1		
SPH 106	Fundamentals of Oral Communication	3		
	Sub-Total Credits	49		

## Area V - Health Information Technology Management

**Total Hours Required for Degree: 70**

<b>Item #</b>	<b>Title</b>	<b>Hours</b>	<b>Grade</b>	<b>Term Completed</b>
BIO 120	Medical Terminology	3		
BIO 206	Human Anatomy	4		
CIS 146	Computer Applications	3		
HIT 134	HIT Legal and Ethical Issues	3		
HIT 151	Health Data Content and Structure	3		
HIT 153	Health Care Delivery Systems	2		
HIT 230	Medical Coding Systems I	3		
HIT 231	Medical Coding Skills Laboratory	1		
HIT 232	Medical Coding Systems II	3		
HIT 233	Medical Coding Skills Laboratory	1		
HIT 254	Organizational Improvement	3		
HIT 295	Special Topics in HIT III	3		
	OAD 101 or OAD Elective	3		
OAD 125	Word Processing	3		
OAD 215	Health Information Management	3		
OAD 217	Office Management	3		
	OAD 241 or OAD 242	3		
ORI 101	Orientation to College	1		
SPH 106	Fundamentals of Oral Communication	3		
	Sub-Total Credits	51		

## Area V - Medical Coding and Scribing

**Total Hours Required for Degree: 68**

<b>Item #</b>	<b>Title</b>	<b>Hours</b>	<b>Grade</b>	<b>Term Completed</b>
BIO 120	Medical Terminology	3		
BIO 206	Human Anatomy	4		
HIT 230	Medical Coding Systems I	3		
HIT 231	Medical Coding Skills Laboratory	1		
HIT 232	Medical Coding Systems II	3		
HIT 233	Medical Coding Skills Laboratory	1		
	OAD 101 or OAD Elective	3		
OAD 103	Intermediate Keyboarding	3		
OAD 104	Advanced Keyboarding	3		
OAD 125	Word Processing	3		
OAD 126	Advanced Word Processing	3		
OAD 134	Career and Professional Development	3		
OAD 215	Health Information Management	3		
OAD 216	Advanced Health Information Management	3		
OAD 218	Office Procedures	3		
	OAD 241 or OAD 242	3		
OAD 243	Spreadsheet Applications	3		
ORI 101	Orientation to College	1		
	Sub-Total Credits	49		
		<b>68-70</b>		