

Office Management & Support Technology Medical Office Specialist

Program

Office Management

Degree Type

Associate in Applied Science (AAS)

Note:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged.

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective*	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
	OAD 211 or HPS 105	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4
CIS 146	MICROCOMPUTER APPLICATIONS	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
OAD 215	HEALTH INFORMATION MANAGEMENT	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
PSY 200	GENERAL PSYCHOLOGY	3
	SPH 106 or SPH 107	3

Fourth Term

Item #	Title	Credits
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3
BUS 215	BUSINESS COMMUNICATION	3
	Program Elective	3

Program Elective

***Select from one of the following program electives:

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 296	BUSINESS INTERNSHIP	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
	Total Credits	61