



Office Administration A.A.S.

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	STUDENT PROGRESS	
	<u>Grade</u>	<u>Term Completed</u>
Area I – Written Composition: 6		
• ENG 101 - English Composition I 3	_____	_____
• ENG 102 - English Composition II 3	_____	_____
Area II - Humanities and Fine Arts: 3		
• Humanities/Fine Arts* 3	_____	_____
Area III – Natural Sciences and Mathematics: 7		
• BIO 103 - Principles of Biology I 4	_____	_____
• MTH 100 - Intermediate College Algebra OR		
MTH 116 - Mathematical Applications 3	_____	_____
Area IV – History, Social and Behavioral Sciences: 3		
• ECO 231 - Principles of Macroeconomics 3	_____	_____
Area V – Administrative Assistant – General: 49		
• BUS 215 - Business Communication 3	_____	_____
• BUS 241 - Principles of Accounting I 3	_____	_____
• BUS 263 - The Legal and Social Environment of Business 3	_____	_____
• CIS 146 - Microcomputer Applications..... 3	_____	_____
• CIS 147 - Advanced Micro Applications..... 3	_____	_____
• OAD 101 - Beginning Keyboarding OR		
OAD elective (Consult OAD advisor) 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 138 - Records and Information Management..... 3	_____	_____
• OAD 200 - Machine Transcription..... 3	_____	_____
• OAD 218 - Office Procedures 3	_____	_____
• OAD 241 - Office Co-op OR		
OAD 242 - Office Internship 3	_____	_____
• ORI 101 - Orientation to College..... 1	_____	_____
• SPH 106 – Fundamentals of Oral Communication 3	_____	_____
Total Hours Required for Degree: 68		

***Note:** Humanities and Fine Arts disciplines include but are not limited to the following: Literature, Ethnic Studies, Art and Art History, Foreign Language Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater, and Dance.



STUDENT PROGRESS

	<u>Grade</u>	<u>Term Completed</u>
Area V – Administrative Assistant – Legal: 52		
• BUS 215 - Business Communication 3	_____	_____
• BUS 241 - Principles of Accounting I 3	_____	_____
• BUS 263 - The Legal and Social Environment of Business 3	_____	_____
• CIS 146 - Microcomputer Applications 3	_____	_____
• CIS 147 - Advanced Micro Applications 3	_____	_____
• OAD 101 - Beginning Keyboarding OR OAD elective (Consult OAD advisor) 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 138 - Records and Information Management 3	_____	_____
• OAD 200 - Machine Transcription 3	_____	_____
• OAD 202 - Legal Transcription 3	_____	_____
• OAD 218 - Office Procedures 3	_____	_____
• OAD 241 - Office Co-op OR OAD 242 - Office Internship 3	_____	_____
• ORI 101 - Orientation to College 1	_____	_____
• SPH 106 – Fundamentals of Oral Communication 3	_____	_____
Total Hours Required for Degree:..... 71		

STUDENT PROGRESS

	<u>Grade</u>	<u>Term Completed</u>
Area V – Administrative Assistant – Medical:..... 51		
• BIO 120 - Medical Terminology 3	_____	_____
• BIO 206 - Human Anatomy 4	_____	_____
• BUS 215 - Business Communication 3	_____	_____
• BUS 241 - Principles of Accounting I 3	_____	_____
• CIS 146 - Microcomputer Applications 3	_____	_____
• HIT 230 - Medical Coding Systems I 3	_____	_____
• HIT 231 - Medical Coding Skills Laboratory (Corequisite) 1	_____	_____
• OAD 101 - Beginning Keyboarding OR OAD elective (Consult OAD advisor) 3	_____	_____
• OAD 103 - Intermediate Keyboarding 3	_____	_____
• OAD 125 - Word Processing 3	_____	_____
• OAD 138 - Records and Information Management 3	_____	_____
• OAD 200 - Machine Transcription 3	_____	_____
• OAD 212 - Medical Transcription 3	_____	_____
• OAD 215 - Health Information Management 3	_____	_____
• OAD 218 - Office Procedures 3	_____	_____
• OAD 241 - Office Co-op OR OAD 242 - Office Internship 3	_____	_____
• ORI 101 - Orientation to College 1	_____	_____
• SPH 106 – Fundamentals of Oral Communication 3	_____	_____
Total Hours Required for Degree:..... 70		



STUDENT PROGRESS

Area V – Transcription and Coding: 49

	<u>Grade</u>	<u>Term Completed</u>
• BIO 120 - Medical Terminology 3	_____	_____
• BIO 206 - Human Anatomy..... 4	_____	_____
• CIS 146 - Microcomputer Applications..... 3	_____	_____
• CIS 147 - Advanced Micro Applications..... 3	_____	_____
• HIT 230 - Medical Coding Systems I..... 3	_____	_____
• HIT 231 - Medical Coding Skills Laboratory (Corequisite) 1	_____	_____
• HIT 232 - Medical Coding Systems II..... 3	_____	_____
• HIT 233 - Medical Coding Skills Laboratory (Corequisite) 1	_____	_____
• OAD 101 - Beginning Keyboarding OR OAD elective (Consult OAD advisor) 3	_____	_____
• OAD 103 - Intermediate Keyboarding 3	_____	_____
• OAD 125 - Word Processing..... 3	_____	_____
• OAD 200 - Machine Transcription..... 3	_____	_____
• OAD 212 - Medical Transcription 3	_____	_____
• OAD 213 - Advanced Medical Transcription 3	_____	_____
• OAD 215 - Health Information Management..... 3	_____	_____
• OAD 241 - Office Co-op OR OAD 242 - Office Internship..... 3	_____	_____
• ORI 101 - Orientation to College..... 1	_____	_____
• SPH 106 – Fundamentals of Oral Communication 3	_____	_____

Total Hours Required for Degree:..... 68

STUDENT PROGRESS

Area V—Health Information Technology Management: 51

	<u>Grade</u>	<u>Term Completed</u>
• BIO 120 - Medical Terminology 3	_____	_____
• BIO 206 - Human Anatomy..... 4	_____	_____
• CIS 146 - Microcomputer 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 - Beginning Keyboarding OR OAD elective..... 3	_____	_____
• OAD 125 - Word Processing..... 3	_____	_____
• OAD 215 - Health Information Management..... 3	_____	_____
• OAD 217 - Office Management..... 3	_____	_____
• OAD 241 - Office Co-op OR OAD 242 - Office Internship..... 3	_____	_____
• ORI 101 - Orientation to College_ 1	_____	_____
• SPH 106 – Fundamentals of Oral Communication 3	_____	_____

Total Hours Required for Degree:..... 70