

# OFFICE ADMINISTRATION (2148) MEDICAL OFFICE

ASSOCIATE IN SCIENCE DEGREE

This program is designed to meet the needs of students desiring college-level training in office administration and meets the needs of students desiring employment as medical secretaries and medical transcriptionists in offices and hospitals.

**For additional information, call (904) 276-6758.**

**GENERAL EDUCATION COURSES:**

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II .....	3
	PSY	2012	General Psychology .....	3
	STA	2023	Elementary Statistics.....	3
+*	—	—	Humanities .....	3

**DEGREE SPECIFIC COURSES:**

	BUL	1241	Business Law I.....	3
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business .....	3
+	HIM	1000	Introduction to Health Information Management.....	3
+	HIM	2012	Health Care Law .....	3
	HSC	1000	Introduction To Health Care Delivery System .....	2
+	HSC	1531	Medical Terminology.....	3
	MAN	2021	Principles of Management .....	3
	MAN	2300	Human Resource Management .....	3
	OST	1581	Professional Development in the Work Environment .....	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2850	MS Office Professional .....	3

**ELECTIVES (CHOOSE 10 CREDIT HOURS):**

+	ACG	2021	Principles of Financial Accounting .....	4
	BSC	2085	Human Anatomy and Physiology I .....	3
	BSC	2085L	Human Anatomy and Physiology I Lab.....	1
+	BSC	2086	Human Anatomy and Physiology II .....	3
	BSC	2086L	Human Anatomy and Physiology II Lab .....	1
	GEB	1011	Introduction to Business.....	3
+	HIM	1211C	Health Information Systems.....	3
+	HIM	1260C	Health Care Billing and Reimbursement .....	3
+	HIM	1282C	Basic ICD-9-CM Coding.....	3
+	HIM	2432	Concepts of Disease .....	3
+▼	OST	2611	Medical Transcription I .....	3
+▼	OST	2612	Medical Transcription II.....	3

**REQUIRED TOTAL CREDIT HOURS ..... 63**

\*Refer to A.A. degree general education requirements.

+Prerequisite course required. See course descriptions in catalog.

▼ NOTE: Students who want to pursue a career in transcription should take OST 2611 and OST 2612 as elective choices.

PROGRAMS OF STUDY

BUSINESS