

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 check our website at SJRstate.edu under Workforce Education or call 904-808-7465.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II	3
+*	_____	_____	General Education Humanities.....	3
+*	_____	_____	General Education Mathematics.....	3
*	_____	_____	General Education Social Science.....	3

DEGREE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
	CGS	1100	Microcomputer Application Software	3
+	CGS	1515	Spreadsheet Concepts for Business.....	3
	FIN	1100	Personal Finance	3
	GEB	1011	Introduction to Business.....	3
+	GEB	2214	Business Communications	3
	HIM	1000	Introduction to Health Information Management	3
	HSA	1255	Office Management in Health Sciences Professions.....	3
+	HSA	2252	Health Care Coding.....	3
	HSC	1000	Introduction to Health Care Delivery System.....	3
+	HSC	1531	Medical Terminology.....	3
	HSC	2930	Special Topics - Capstone	3
	HSC	1641	Legal and Ethical Issues for Healthcare Providers.....	3
	MAN	2021	Principles of Management	3
	MAN	2300	Introduction to Human Resource Management.....	3

REQUIRED TOTAL CREDIT HOURS **60**

Note: All classes are available online. HSC 2930 capstone will have a required number of internship hours to complete based on credit hour requirements.

+Prerequisite course required. See course descriptions in catalog.

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

