

# MEDICAL OFFICE ADMINISTRATION (2149)

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 check our website at [SJRstate.edu](http://SJRstate.edu) under Workforce Education or call (904) 808-7465.

**GENERAL EDUCATION COURSES:**

|     |       |  |   |
|-----|-------|--|---|
| ENC | 1101  | Composition I.....                           | 3 |
| +*  | _____ | General Education Core Humanities .....      | 3 |
| *   | _____ | General Education Core Mathematics .....     | 3 |
| *   | _____ | General Education Core Natural Science ..... | 3 |

**Choose one of the following Social Science courses:**

|     |      |                                       |   |
|-----|------|---------------------------------------|---|
| AMH | 2020 | United States History Since 1877..... | 3 |
|     |      | <b>OR</b>                             |   |
| POS | 1041 | United States Federal Government..... | 3 |

**DEGREE SPECIFIC COURSES:**

|   |     |       |  |   |
|---|-----|-------|--|---|
| + | ACG | 2021C | Principles of Financial Accounting .....               | 3 |
|   | CGS | 1100  | Microcomputer Applications 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 Profession .....  | 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.S. degree general education core requirements.