



## OFFICE ADMINISTRATION - MEDICAL OFFICE (#2149)

Term/Yr	Create Your Own Personal Course Map	Credits	Term	Recommended Course Map	Notes
			1st Semester	CGS 1100 Microcomputer Applications ♦ (3)	
				ENC 1101 Composition I (3)	
				General Education Mathematics (3)	
				HSC 1531 Medical Terminology ♦ (3)	
				FIN 1100 Personal Finance	
			2nd Semester	General Education Natural Science (3)	See Catalog requirements
				CGS 1515 Spreadsheet Concepts for Business + ♦(3)	Prerequisite: CGS 1100
				HSA 1255 Office Management in Health Sciences Profession ♦ + (3)	Prerequisite: CGS 1100. <b>SPRING ONLY. Online.</b>
				HSC 1000 Intro. to Healthcare Delivery Systems ♦ (3)	
			3rd Semester	GEB 1011 Intro to Business ♦ (3)	
				HIM 1000 Intro to Health Information Management ♦(3)	
				General Education Social Science (3)	
			4th Semester	HSC 1641 Legal and Ethical Issues ♦ (3)	<b>FALL &amp; SPRING only, Online</b>
				ACG 2021C Principles of Financial Accounting +(3)	Prerequisites : MTB 1103 and MAC 1105
				General Education Humanities (3)	
				GEB 2214 Business Communications ♦ (3)	Prerequisite : Test scores at the Composition I level or completion of ENC 0025 or ENC 1101 with a grade "C" or higher
			5th Semester	MAN 2300 Human Resource Management (3)	Mostly offered online.
				MAN 2021 Principles of Management (3)	Mostly offered online.
				HSA 2252 Health Care Coding + ♦(3)	Prerequisite: HSC 1531. <b>SPRING ONLY, online.</b>
				HSC 2930 Special Topics Capstone (3)	Prerequisite: Requires Dean /Director approval. See an advisor. Fall and Spring only.
			6th Semester		

Total Credits Needed 60  
 Total Credits Earned: 0  
 Percentage of Completion: 0%

Legend:\*  
 College Credit Certificates: Office Management (0433)  
 34 credits

♦ Certificate courses \*Please note: The rotation for the certificate course will change in order to complete before the Associate in Science degree.  
 \*3-4 years may be needed for part-time students

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