



St. Johns River State College



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 Core Mathematics (3)	
				HSC 1531 Medical Terminology ♦ (3)	
				FIN 1100 Personal Finance	
			2nd Semester	General Education Core 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. SPRING ONLY. Online.
				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, US History to 1877, US History Since 1877, US Federal Government (3)	
			4th Semester	HSC 1641 Legal and Ethical Issues ♦ (3)	FALL & SPRING only, Online
				ACG 2021C Principles of Financial Accounting + (3)	Prerequisites : MTB 1103 and MAC 1105
				General Education Core 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. SPRING ONLY, online.
				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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