

## **ASSOCIATE OF APPLIED SCIENCE OFFICE ADMINISTRATION**

The Office Administration program is designed to provide students with the basic knowledge, skills, and competencies required for employment in an office environment. Integration of software and business applications are covered with a capstone course designed to continue training in a student's field of study through work experience. Along with this, the Medical Office Certificate and Medical Coding & Billing Certificate of Completion can be obtained through electives within the program or separately.

### **YEAR ONE**

<b>FALL SEMESTER</b>		<u>Credits</u>	<b>SPRING SEMESTER</b>		<u>Credits</u>
AC***	Accounting Elective: AC104, AC105, AC131, or AC132	3-4	AC***	Accounting Elective: AC104, AC105, AC131, or AC132	3-4
BU113	Introduction to Business	3	OE128	Word Processing	4
EN111	College Composition	4	EN112	Content Area Comp. & Research	4
ES101	Fitness & Wellness	2	NA113	Native American Awareness	1
OE***	Office Elective: OE101 Intro. to Medical Office OE121 Office Procedures	<u>3</u>	*****	Approved Elective	<u>3</u>
<b>TOTAL</b>		<b>15-16</b>	<b>TOTAL</b>		<b>15-16</b>

### **YEAR TWO**

<b>FALL SEMESTER</b>		<u>Credits</u>	<b>SPRING SEMESTER</b>		<u>Credits</u>
OE216	Spreadsheet Design & Mgmt	4	BU193	Business Comm. & Writing Skills	3
MA***	Mathematics Elective: MA113 or MA114	4	BU206	Principles of Management	3
SO***	Sociology Elective: SO203 or SO213	3	CS205	Database Management	3
*****	Approved Electives	<u>6-7</u>	CS207	Computer Security	3
			*****	Approved Elective	<u>3-4</u>
<b>TOTAL</b>		<b>17-18</b>	<b>TOTAL</b>		<b>15-16</b>

#### **Required credits for this curriculum = 62-66**

Approved Electives: BU115 Entrepreneurship: Introduction to Small Business (3)  
 BU116 Introduction to Grants and Grants Management (3)  
 BU204 Business Law (3)  
 BU209 Marketing (3)  
 CS133 Graphic Design I (4)  
 CS204 Web Page Design (3)  
 CS215 Desktop Publishing (4)  
 OE114 Pharmacy Technician (3)  
 OE123 Medical Coding & Billing I (4)  
 OE124 Medical Coding & Billing II (4)  
 SI112 Medical Terminology (3)