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

FALL SEMESTER		Credits	SPRING SEMESTER		Credits
CS121	Principles of Microsoft Office	4	AC***	Accounting Elective:	3-4
BU113	Introduction to Business	3		AC104, AC105, or AC131	
EN111	College Composition	4	OE128	Word Processing	4
ES101	Fitness & Wellness	2	EN112	Content Area Comp. & Research	4
OE***	Office Elective:	3	NA113	Native American Awareness	1
	OE101 Intro. to Medical Office		*****	Approved Elective	3-4
	OE121 Office Procedures				
	TOTAL	16		TOTAL	15-17

YEAR TWO

FALL SEMESTER		Credits	SPRING SEMESTER		Credits
OE216	Spreadsheet Design & Mgmt	4	BU193	Business Comm. & Writing Skills	3
MA***	Math Elect.: MA113 or MA114	4	BU206	Principles of Management	3
SO***	Sociology Elect.: SO203 or SO213	3	CS207	Computer Security	3
*****	Approved Electives	6-7	OE203	Integrated Office	3
			OE261	Cooperative Education	3
	TOTAL	17-18		TOTAL	15

Required credits for this curriculum = 63-66

Approved Electives: AC104 Payroll Accounting, 3 CR
AC105 Quickbooks for Small Business, 3 CR
AC131 Accounting I, 4 CR
AC132 Accounting II, 4 CR
BU201 Introduction to Grants, 3 CR
BU204 Business Law, 3 CR
BU205 Entrepreneurship: Introduction to Small Business, 3 CR
BU209 Marketing, 3 CR
CS133 Graphic Design I, 4 CR
CS204 Web Page Design, 3CR
CS205 Database Management, 3 CR
CS215 Desktop Publishing, 4 CR
OE114 Pharmacy Technician, 3 CR
OE123 Medical Coding & Billing I, 4 CR
OE124 Medical Coding & Billing II, 3 CR
SI112 Medical Terminology, 3 CR