

# Associate In Applied Science Degree

**Program**

Office Administration and Technology

**Degree Type**

AAS Degree

**Location**

Online

## Orientation

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1

## General Studies Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	Humanities/Fine Arts Elective	3
	MTH 116 or Higher	3
	Natural Science/Math Elective	3-4
	History or Social/Behavioral Science Elective	3

## Core Concentration Courses

OAD 101 will be required for students who do not have keyboarding fundamentals.

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
ETP 266	ENTREPRENEURIAL FINANCE	3
CIS 286	COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL)	3
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 125	WORD PROCESSING	3
OAD 126	Advanced Word Processing (Word)	3
	OAD 131 or ENG 102	3
OAD 133	BUSINESS COMMUNICATIONS	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 232	THE COMPUTERIZED OFFICE	3

## SELECT ONE OF THESE THREE OPTIONS

## Office Administration Option (OFF)

Item #	Title	Credits
ACT 246	MICROCOMPUTER ACCOUNTING	3
ACT 249	PAYROLL ACCOUNTING	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
BUS 189	HUMAN RELATIONSHIPS	3
OAD 246	OFFICE GRAPHICS AND PRESENTATIONS	3
SPH 106	FUNDAMENTALS OF ORAL COMMUNICATION	3

## Medical Office Administration Option (MOA)

Item #	Title	Credits
	ACT 246 or ACT 249	3
BUS 189	HUMAN RELATIONSHIPS	3
OAD 211	MEDICAL TERMINOLOGY	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Systems I Lab	1
HIT 232	Medical Coding Systems II	3
HIT 236	Medical Coding Systems II Lab	1

## Legal Office Administration Option (LOA)

Item #	Title	Credits
	ACT 246 or ACT 249	3
BUS 263	THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
OAD 201	Legal Terminology	3
OAD 203	LEGAL OFFICE PROCEDURES	3
BUS 189	HUMAN RELATIONSHIPS	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
<b>Total Credits</b>		<b>67-70</b>