

**Associate of Applied Science (A.A.S.)  
Office Management  
(Emphasis: Medical Transcription)**



First Semester		
Course Number	Course Title	Credit Hours
AH1143	Medical Terminology*	3
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS1133	Skill Building	3
OS2283	Microsoft Word	3
	<b>Total Hours</b>	<b>15</b>

Second Semester		
Course Number	Course Title	Credit Hours
CS2223	Electronic Spreadsheet	3
MATH1063	College Math	3
OS2003	Medical Transcription I*	3
OS1143	Speedbuilding	3
OS2233	Office Procedures	3
	<b>Total Hours</b>	<b>15</b>

Third Semester		
Course Number	Course Title	Credit Hours
BA2223	Business Communications	3
BA1103	Personal Finance	3
OS1013	Essentials of Anatomy & Physiology*	3
OS2013	Medical Transcription II*	3
OS2303	Electronic Health Records*	3
	<b>Total Hours</b>	<b>15</b>

Fourth Semester		
Course Number	Course Title	Credit Hours
BA2023	Introduction to Management	3
ECON1003	The American Enterprise System	3
OS1113	Records & Database Management	3
OS2023	Basic Pharmacology*	3
OS__3	Office Management Elective	3
	<b>Total Hours</b>	<b>15</b>

**Total Requirements: 60**

\*Offered online only

Completion Time: 2 years

Cost Per Year: In state: \$5,288 / Out of State: \$6,728

Complete Program Cost: In State: \$10,575 / Out of State: \$13,455