

**Associate of Applied Science (A.A.S.)
Office Management
(Emphasis - Medical Office Administration)**



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

Second Semester		
Course Number	Course Title	Credit Hours
CS2223	Electronic Spreadsheet	3
MATH1063	College Math	3
OS1163	Medical Office Administration	3
OS2023	Basic Pharmacology	3
OS2103	Human Resource Management	3
Total Hours		15

Third Semester		
Course Number	Course Title	Credit Hours
BA2223	Business Communications	3
OS1013	Essentials of Anatomy & Physiology	3
OS2303	Electronic Health Records	3
OS2043	Medical Coding I	3
OS2063	Medical Assisting	3
Total Hours		15

Fourth Semester		
Course Number	Course Title	Credit Hours
BA2003	Internship	3
OS1113	Records & Database Management	3
OS2123	Medical Billing	3
OS2143	Medical Coding II	3
PSYC2003	General Psychology	3
Total Hours		15

Total Requirements: 60

Completion Time: 2 years

Cost Per Year: In state: \$5,273 / Out of State: \$6,713

Complete Program Cost: In State: \$10,545 / Out of State: \$13,425