

# Office Management- On Campus

## Associate of Applied Science Degree



Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Emphasis Area:  No Emphasis  Medical Office Administration  Medical Transcription

DEVELOPMENTAL COURSE WORK		Semester	Grade	Credits	Comments
<b>Need</b>	<b>REQUIRED according to placement test scores such as: ACT, ASSET, COMPASS or SAT</b>				
<input type="checkbox"/>	MATH	Transitional Math		3	
<input type="checkbox"/>	CO0143	Introduction to Language Arts		3	
<input type="checkbox"/>	CO0243	Writing Workshop		3	
<input type="checkbox"/>	GSTD1003	Student Success		3	

*I understand that when seeking a degree, I may be required to enroll in basic skills courses as a result of my test scores and Arkansas Law, Act 1052, and it will take additional semester(s) to complete a degree at SAU Tech.*

TC	TC	TC	REQS	Sem	Grade	Credits	Comments
<b>OSSC</b>	<b>MDOA</b>	<b>CODE</b>	<b>1<sup>st</sup> Semester:</b>			<b>(15)</b>	
<input type="checkbox"/>	<input type="checkbox"/>		OS1133			3	Skillbuilding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENGL1113			3	Composition I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MIS1003			3	Introduction to Computers
	<input type="checkbox"/>		OS2283				Microsoft Word
						3	Office Management Elective
			<b>2<sup>nd</sup> Semester:</b>			<b>(15)</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	MATH1063			3	Quantitative Reasoning
<input type="checkbox"/>	<input type="checkbox"/>		CS2223			3	Electronic Spreadsheet
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
			<b>3<sup>rd</sup> Semester</b>			<b>(15)</b>	
			BA2223			3	Business Communications
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
			<b>4<sup>th</sup> Semester</b>			<b>(15)</b>	
	<input type="checkbox"/>		OS1113			3	Records & Database Management
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
<b>Total Requirements</b>						<b>60</b>	

Office Management Electives			Medical Transcription Electives			Medical Office Administration				
TC	First Semester		CP	TC	First Semester	TC	TC	First Semester:		
	PSYC2003	General Psych	<input type="checkbox"/>		AH1143	Medical Terminology*	<input type="checkbox"/>	<input type="checkbox"/>	AH1143	Medical Terminology*
<b>Second Semester:</b>			<b>Second Semester:</b>			<b>Second Semester:</b>				
<input type="checkbox"/>	OS1143	Speedbuilding	<input type="checkbox"/>		OS2003	Medical Trans I*			OS2103	Human Res Mgmt*
<input type="checkbox"/>	OS2233	Office Procedures		<input type="checkbox"/>	OS1143	Speedbuilding*	<input type="checkbox"/>	<input type="checkbox"/>	OS1163	Medical Office Admin*
<input type="checkbox"/>	ECON1003	American Ent Sys		<input type="checkbox"/>	OS2233	Office Procedures			OS2023	Basic Pharmacology*
<b>Third Semester:</b>			<b>Third Semester:</b>			<b>Third Semester:</b>				
	BA1103	Personal Finance			BA1103	Personal Finance		<input type="checkbox"/>	OS1013	Essentials of A&P*
<input type="checkbox"/>	CS2043	Business Graphics	<input type="checkbox"/>		OS1013	Essentials of A&P*			ACCT2003	Accounting I
	ACCT2003	Accounting I		<input type="checkbox"/>	OS2303	Electronic Health Records*		<input type="checkbox"/>	OS2043	Medical Coding I*
	OS2153	Transcription	<input type="checkbox"/>		OS2013	Medical Trans II*			OS2063	Medical Assist*
<b>Fourth Semester:</b>			<b>Fourth Semester:</b>			<b>Fourth Semester:</b>				
	ACCT2103	Accounting II or	<input type="checkbox"/>		OS2023	Basic Pharmacology*		<input type="checkbox"/>	OS2143	Medical Coding II*
	BA2023	Intro to Mgmt*			BA2023	Intro to Mgmt*		<input type="checkbox"/>	OS2123	Medical Billing*
	OS2113	Capstone Project		<input type="checkbox"/>	ECON1003	American Ent Sys			BA2003	Internship*
	BA2003	Internship*							PSCY2003	General Psych
	GBUS2003	Legal Env of Business								

\*Designates course offered online only

Dr. Valerie Wilson/VC for Academics/Degree Plan Approval Date: 2-22-2017