

Office Management- Online

Associate of Applied Science Degree



Name: _____

Student ID: _____

Emphasis Area: No Emphasis Medical Office Administration Medical Transcription

DEVELOPMENTAL COURSE WORK		Semester	Grade	Credits	Comments
Need	REQUIRED according to placement test scores such as: ACT, ASSET, COMPASS or SAT				
<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
OSSC	MDOA	CODE	1st Semester:			(15)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MIS1003			3	Introduction to Computers
<input type="checkbox"/>			OS2283			3	Microsoft Word
<input type="checkbox"/>	<input type="checkbox"/>		OS1133			3	Skillbuilding
						3	Office Management Elective
						3	Office Management Elective
			2nd Semester:			(15)	
	<input type="checkbox"/>		MATH1063			3	Quantitative Reasoning
<input type="checkbox"/>	<input type="checkbox"/>		CS2223			3	Electronic Spreadsheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENGL1113			3	Composition I
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
			3rd Semester			(15)	
			BA2223			3	Business Communications
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
			4th Semester			(15)	
	<input type="checkbox"/>		OS1113			3	Records & Database Management
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
						3	Office Management Elective
Total Requirements						60	

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

*Designates course offered on campus only