NAME: _____**SS#:**_____

DATE: _____

OFFICE MANAGEMENT
Associate in Applied Science
2010-2011

			AOT	**GRADE**
First Term				
BUS	100	Introduction to Business	3	_____
CIS	130*	Introduction to Information System	3	_____
ENG	101	English Composition I	3	_____
MTH	100	Intermediate College Algebra **or**		
MTH	246	Mathematics of Finance	3	_____
OAD	101*	Beginning Keyboarding	3	_____
Second Term				
BUS	241	Principles of Accounting I	3	_____
ECO	231	Principles of Macroeconomics	3	_____
OAD	103*	Intermediate Keyboarding	3	_____
OAD	138	Records/Information Management	3	_____
SPH	107	Fundamentals of Public Speaking	3	_____
Medical Coding Option				
Third Term				
BIO	103	Principles to Biology I	4	_____
BUS	215	Business Communication	3	_____
OAD	125*	Word Processing	3	_____
OAD	211	Medical Terminology	3	_____
HIT	130	HIT Classification & Reimbursement	3	_____
Fourth Term				
BIO	201	Human Anatomy & Physiology I	4	_____
HIT	117	Pathology & Pharmacology I for HIT	3	_____
HIT	151	Health Data Content & Structure	3	_____
HIT	230	Medical Coding Systems I	3	_____
HIT	231	Medical Coding Skills Lab I	1	_____
		Humanities Elective	1	_____
		(ART, MUS, THR, IDS, FOR LANG, LIT, HUM)		
Fifth Term				
BIO	202	Human Anatomy & Physiology II	4	_____
HIT	232	Medical Coding System II	3	_____
HIT	233	Medical Coding Skills Lab II	1	_____
HIT	283	Medical Coding Preceptorship	2	_____
HIT	221	HIT Computer Applications	2	_____
OAD	217	Office Management	3	_____
		CREDIT HOUR TOTAL	**76**	

CIS 130, OAD 101, and OAD 103 may be challenged.