

K238 - Office Administration - Health Services - Fast Track

	AAL	Course Code	Course Title	Course Weight	Delivery			
					In-Person	Hybrid	Online	Clinical
1	1	OAG110	Language Fundamentals	3				
2	1	OAG125	Administrative Procedures	3				
3	1	OAG101	Introduction To Keyboarding	1				
4	1	OAG160	Essential Business Calculations	3				
5	1	OAG113	Introduction To Word Processing & Business Documents	3				
6	1	ELEC1030	Choose 1 Elective Course	3				
7	1	OAG210	Business For The Office Assistant	3				
8	1	ELEC1030	Choose 1 Elective Course	3				
9	1	OAG117	Introduction To Computer Technology	2				
10	2	OAG201	Accounting For The Office Assistant	3			X	
11	2	COM103	Business Communications I	3			X	
12	2	OAG222	Advanced Word Processing And Documents	3			X	
13	2	OAG217	Keyboarding And Transcription	3			X	
14	2	OAG260	Electronic Spreadsheets And Databases	3			X	
15	2	OAH303	Medical Terminology I	3			X	
16	2	OAH306	Health Services Administrative Documents & Procedures	4			X	
17	2	OAH308	Medical Transcription I	4			X	
18	3	OAH302	Health Services Office Management	4				
19	3	OAH305	Social Relations, Ethics, And Legislation In The Health Service Office	3				
20	3	ELEC1030	Choose 1 Elective Course	3				
21	3	OAH402	Medical Transcription II	4				
22	3	OAH401	Medical Terminology II	3				
23	3	OAH400	Pharmacology & Safety Systems In Health Service Offices	2				
24	3	OAH307	Electronic Medical Records & Billing	3				
25	3	OAH405	Health Services Office Work Placement	4				
25	3	OAH411	Health Services Office Capstone	4				

* Hybrid is a combination of online and face to face delivery