

OFFICE ADMINISTRATION – Health Information Technology Short-term Certificate

Students should consult with the Office Administration faculty with regard to the suggested sequence for scheduling courses.

GENERAL EDUCATION, TECHNICAL CONCENTRATION & ELECTIVE COURSES

SEMESTER HOURS

BUS 215	Business Communication	3
BUS 241	Principles of Accounting I.....	3
HIT 254	Organizational Improvement.....	3
HIT 296	Professional Practices Simulations (Internship)	2
OAD 101	Beginning Keyboarding	3
OAD 211	Medical Terminology	3
OAD 215	Health Information Management.....	3
OAD 216	Advanced Health Information Management.....	3
OAD 243	Spreadsheet Applications	3

GENERAL EDUCATION, TECHNICAL CONCENTRATION & ELECTIVE COURSES

26

Total Credit Hours in the

OAD Short-term Certificate – Health Information Technology 26