

OFFICE ADMINISTRATION

Associate in Applied Science Degree

Advisors - Ayers Campus: Glenda Copeland (256.835.5446) gcopeland@gadsdenstate.edu

Wallace Drive Campus: Fay Scott (256.439.6876) fscott@gadsdenstate.edu;

Larrea Sims (256.439.6904) lsims@gadsdenstate.edu

		STUDENT PROGRESS	
		GRADE	TERM COMPLETED
Area I – Written Composition	6		
ENG 101 English Composition I	3		
ENG 102 English Composition II	3		
 Area II – Humanities and Fine Arts	 6		
Speech (SPH 106, 107 OR 116)	3		
Humanities OR Fine Arts	3		
 Area III – Natural Science and Mathematics	 10		
BIO 103 Principles of Biology I	4		
CIS 146 Microcomputer Applications	3		
MTH 100 Intermediate College Algebra OR			
MTH 116 Mathematical Applications	3		
 Area IV – History, Social and Behavioral Sciences	 3		
ECO 231 Principles of Macroeconomics	3		
 Area V –Health Information Technology Management	 42		
ORI 101 Orientation	1		
BIO 120 Medical Terminology	3		
BIO 206 Human Anatomy	4		
HIT 134 HIT Legal and Ethical Issues	3		
HIT 151 Healthcare Data Content and Structure	3		
HIT 153 Healthcare Delivery Systems	2		
HIT 230 Medical Coding Systems I	3		
HIT 231 Medical Coding Skills Laboratory I	1		
HIT 232 Medical Coding Systems I	3		
HIT 233 Medical Coding Skills Laboratory I	1		
HIT 254 Organization Improvement	3		
HIT 295 Special Topics in HIT III	3		
OAD 101 Beginning Keyboarding or OAD Elective	3		
OAD 125 Word Processing	3		
OAD 215 Health Information Management	3		
OAD 217 Office Management	3		
OAD 241 Office C-op OR			
OAD 242 Office Internship	3		
Total Hours Required for Degree	67		