

Office Management, A.A.S.

This program is designed primarily for students who plan to seek employment in a business-related field. This program is also appropriate for students who are employed and wish to upgrade their business skills and knowledge. Although these programs are not designed to transfer, many of the courses are transferable to senior institutions.

Students choosing to pursue the Medical Billing career path should substitute the courses indicated. Completion of the four courses also satisfies the requirements for the Medical Billing Essentials short-term certificate.

Program: [Business](#)

Type: A.A.S.

GENERAL EDUCATION CORE REQUIREMENTS

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
BUS 215	Business Communications	3
	BUS 151 or MTH 112	3
	MTH 110 or higher (excluding MTH 116)	3 - 4
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
	Humanities/Fine Arts Elective	3
	Sub-Total Credits	22-23

MAJOR COURSE REQUIREMENTS

Item #	Title	Credits
ACT 249	Payroll Accounting	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 245	Accounting with Quickbooks	3
BUS 263	The Legal and Social Environment of Business	3
	BUS 276 OR ACT 254	3
	Business Elective (OM)	3
CIS 197A	Microsoft Access	3
CIS 197E	Microsoft Excel Expert	3
CIS 197W	Microsoft Word Expert	3
	CIS 233 OR CIS 197K	3
OAD 103	Intermediate Keyboarding	3
	OAD 217 OR BUS 289	3
	Sub-Total Credits	39

MEDICAL BILLING CAREER PATH

Item #	Title	Credits
	Sub OAD 211 for BUS 263	3
	Sub OAD 214 for BUS 276/ACT 254	3
	Sub OAD 215 for BUS Elective	3
	Sub OAD 216 for CIS 197A	3
	Sub-Total Credits	12
	Total credits for degree:	61-62