



## Office Administration A.A.S.

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		<b>STUDENT PROGRESS</b>	
		<u>Grade</u>	<u>Term Completed</u>
<b>Area I – Written Composition:</b> .....	<b>6</b>		
• ENG 101 - English Composition I .....	3		
• ENG 102 - English Composition II .....	3		
<b>Area II - Humanities and Fine Arts:</b> .....	<b>3</b>		
• Humanities <b>OR</b> Fine Arts* .....	3		
<b>Area III – Natural Sciences and Mathematics:</b> .....	<b>7</b>		
• BIO 103 - Principles of Biology I .....	4		
• MTH 100 - Intermediate College Algebra <b>OR</b> MTH 116 - Mathematical Applications .....	3		
<b>Area IV – History, Social and Behavioral Sciences:</b> .....	<b>3</b>		
• ECO 231 - Principles of Macroeconomics .....	3		
<b>Area V – Administrative Assistant – General:</b> .....	<b>49</b>		
• BUS 215 - Business Communication .....	3		
• BUS 241 - Principles of Accounting I .....	3		
• BUS 263 - The Legal and Social Environment of Business .....	3		
• CIS 146 - Microcomputer Applications.....	3		
• CIS 147 - Advanced Micro Applications.....	3		
• OAD 101 - Beginning Keyboarding <b>OR</b> OAD elective (Consult OAD advisor) .....	3		
• OAD 103 - Intermediate Keyboarding .....	3		
• OAD 104 - Advanced Keyboarding .....	3		
• OAD 125 - Word Processing.....	3		
• OAD 126 - Advanced Word Processing.....	3		
• OAD 134 - Career and Professional Development .....	3		
• OAD 138 - Records and Information Management.....	3		
• OAD 200 - Machine Transcription.....	3		
• OAD 218 - Office Procedures .....	3		
• OAD 241 - Office Co-op <b>OR</b> OAD 242 - Office Internship .....	3		
• ORI 101 - Orientation to College.....	1		
• SPH 106 – Fundamentals of Oral Communication .....	3		
<b>Total Hours Required for Degree:</b> .....	<b>68</b>		

**\*Note:** Humanities and Fine Arts disciplines include but are not limited to the following: Literature, Ethnic Studies, Art and Art History, Foreign Language Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater, and Dance.



**STUDENT PROGRESS**

	<u>Grade</u>	<u>Term Completed</u>
<b>Area V – Administrative Assistant – Legal: ..... 52</b>		
• BUS 215 - Business Communication ..... 3	_____	_____
• BUS 241 - Principles of Accounting I ..... 3	_____	_____
• BUS 263 - The Legal and Social Environment of Business ..... 3	_____	_____
• CIS 146 - Microcomputer Applications ..... 3	_____	_____
• CIS 147 - Advanced Micro Applications ..... 3	_____	_____
• OAD 101 - Beginning Keyboarding <b>OR</b> OAD elective (Consult OAD advisor) ..... 3	_____	_____
• OAD 103 - Intermediate Keyboarding ..... 3	_____	_____
• OAD 104 - Advanced Keyboarding ..... 3	_____	_____
• OAD 125 - Word Processing ..... 3	_____	_____
• OAD 126 - Advanced Word Processing ..... 3	_____	_____
• OAD 134 - Career and Professional Development ..... 3	_____	_____
• OAD 138 - Records and Information Management ..... 3	_____	_____
• OAD 200 - Machine Transcription ..... 3	_____	_____
• OAD 202 - Legal Transcription ..... 3	_____	_____
• OAD 218 - Office Procedures ..... 3	_____	_____
• OAD 241 - Office Co-op <b>OR</b> OAD 242 - Office Internship ..... 3	_____	_____
• ORI 101 - Orientation to College ..... 1	_____	_____
• SPH 106 – Fundamentals of Oral Communication ..... 3	_____	_____
<b>Total Hours Required for Degree:..... 71</b>		

**STUDENT PROGRESS**

	<u>Grade</u>	<u>Term Completed</u>
<b>Area V – Administrative Assistant – Medical:..... 51</b>		
• BIO 120 - Medical Terminology ..... 3	_____	_____
• BIO 206 - Human Anatomy ..... 4	_____	_____
• BUS 215 - Business Communication ..... 3	_____	_____
• BUS 241 - Principles of Accounting I ..... 3	_____	_____
• CIS 146 - Microcomputer Applications ..... 3	_____	_____
• HIT 230 - Medical Coding Systems I ..... 3	_____	_____
• HIT 231 - Medical Coding Skills Laboratory (Corequisite) ..... 1	_____	_____
• OAD 101 - Beginning Keyboarding <b>OR</b> OAD elective (Consult OAD advisor) ..... 3	_____	_____
• OAD 103 - Intermediate Keyboarding ..... 3	_____	_____
• OAD 125 - Word Processing ..... 3	_____	_____
• OAD 138 - Records and Information Management ..... 3	_____	_____
• OAD 200 - Machine Transcription ..... 3	_____	_____
• OAD 212 - Medical Transcription ..... 3	_____	_____
• OAD 215 - Health Information Management ..... 3	_____	_____
• OAD 218 - Office Procedures ..... 3	_____	_____
• OAD 241 - Office Co-op <b>OR</b> OAD 242 - Office Internship ..... 3	_____	_____
• ORI 101 - Orientation to College ..... 1	_____	_____
• SPH 106 – Fundamentals of Oral Communication ..... 3	_____	_____
<b>Total Hours Required for Degree:..... 70</b>		



**STUDENT PROGRESS**

	<u>Grade</u>	<u>Term Completed</u>
<b>Area V – Transcription and Coding: ..... 49</b>		
• BIO 120 - Medical Terminology ..... 3	_____	_____
• BIO 206 - Human Anatomy ..... 4	_____	_____
• CIS 146 - Microcomputer Applications ..... 3	_____	_____
• CIS 147 - Advanced Micro Applications ..... 3	_____	_____
• HIT 230 - Medical Coding Systems I ..... 3	_____	_____
• HIT 231 - Medical Coding Skills Laboratory (Corequisite) ..... 1	_____	_____
• HIT 232 - Medical Coding Systems II ..... 3	_____	_____
• HIT 233 - Medical Coding Skills Laboratory (Corequisite) ..... 1	_____	_____
• OAD 101 - Beginning Keyboarding <b>OR</b> OAD elective (Consult OAD advisor) ..... 3	_____	_____
• OAD 103 - Intermediate Keyboarding ..... 3	_____	_____
• OAD 125 - Word Processing ..... 3	_____	_____
• OAD 200 - Machine Transcription ..... 3	_____	_____
• OAD 212 - Medical Transcription ..... 3	_____	_____
• OAD 213 - Advanced Medical Transcription ..... 3	_____	_____
• OAD 215 - Health Information Management ..... 3	_____	_____
• OAD 241 - Office Co-op <b>OR</b> OAD 242 - Office Internship ..... 3	_____	_____
• ORI 101 - Orientation to College ..... 1	_____	_____
• SPH 106 – Fundamentals of Oral Communication ..... 3	_____	_____
<b>Total Hours Required for Degree: ..... 68</b>		

**STUDENT PROGRESS**

	<u>Grade</u>	<u>Term Completed</u>
<b>Area V—Health Information Technology Management: ..... 51</b>		
• BIO 120 - Medical Terminology ..... 3	_____	_____
• BIO 206 - Human Anatomy ..... 4	_____	_____
• CIS 146 - Microcomputer Applications ..... 3	_____	_____
• HIT 134 - HIT Legal and Ethical Issues ..... 3	_____	_____
• HIT 151 - Health Data Content and Structure ..... 3	_____	_____
• HIT 153 - Health Care Delivery Systems ..... 2	_____	_____
• HIT 230 - Medical Coding Systems I ..... 3	_____	_____
• HIT 231 - Medical Coding Skills Laboratory ..... 1	_____	_____
• HIT 232 - Medical Coding Systems II ..... 3	_____	_____
• HIT 233 - Medical Coding Skills Laboratory ..... 1	_____	_____
• HIT 254 - Organization Improvement ..... 3	_____	_____
• HIT 295 - Special Topics in HIT III ..... 3	_____	_____
• OAD 101 - Beginning Keyboarding <b>OR</b> OAD elective ..... 3	_____	_____
• OAD 125 - Word Processing ..... 3	_____	_____
• OAD 215 - Health Information Management ..... 3	_____	_____
• OAD 217 - Office Management ..... 3	_____	_____
• OAD 241 - Office Co-op <b>OR</b> OAD 242 - Office Internship ..... 3	_____	_____
• ORI 101 - Orientation to College ..... 1	_____	_____
• SPH 106 – Fundamentals of Oral Communication ..... 3	_____	_____
<b>Total Hours Required for Degree: ..... 70</b>		