

B228 - Office Administration - Health Services

AAL	Course Code	Course Title	Course Weight	Delivery			
				In-Person	Hybrid	Online	Clinical
1	OAG110	Language Fundamentals	3			x	
1	OAG125	Administrative Procedures	3			x	
1	OAG101	Introduction To Keyboarding	1			x	
1	OAG160	Essential Business Calculations	3			x	
1	OAG113	Introduction To Word Processing & Business Documents	3			x	
1	ELEC1030	Choose 1 Elective Course	3			x	
1	OAG117	Introduction To Computer Technology	2			x	
3	OAH306	Health Services Administrative Documents & Procedures	4			x	
3	OAH307	Electronic Medical Records & Billing	3			x	
3	OAH302	Health Services Office Management	4			x	
3	OAH303	Medical Terminology 1	3			x	
3	OAH308	Medical Transcription 1	4			x	
3	OAH305	Social Relations Ethics And Legislation In The Health Service Office	3			x	

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