

Temporary Delivery Due to the COVID19 Pandemic

K238 - Office Administration - Health Services - Fast Track								
					Delivery			
	AAL	Course Code	Course Title	Course Weight	In-person	Hybrid	Online	Clinical
1	2	OAG 201	Accounting For The Office Assistant	3			X	
2	2	COM 203	Business Communications I	3			X	
3	2	OAG 222	Advanced Word Processing And Documents	3			X	
4	2	OAG 217	Keyboarding And Transcription	3			X	
5	2	OAG 260	Electronic Spreadsheets And Databases	3			X	
6	2	OAH 303	Medical Terminology I	3			X	
7	2	OAH 306	Health Services Administrative Documents & Procedures	4			X	
8	2	OAH 308	Medical Transcription I	4			X	

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