

ADMINISTRATIVE SUPPORT DIPLOMA - 32 CREDITS

Program Plan — "Primary Plan"
Locations: Online

1st Fall Term (16 credits)

Courses

Course	Crds
ADMM1122 - Medical Office Procedures	4
ADMS1116 - Business Communications I	3
ADMS1410 - Office Administration	3
BUS1100 - Business Computers	3
HLTH1116 - Medical Terminology	3

1st Spring Term (16 credits)

Courses

Course	Crds
ADMM1150 - Medical Billing/Insurance	4
BUS2150 - Legal Environment of Business	3
HITM1151 - Introduction to Health Information Management	3

3 credits in one or more of the following:

ACCT2211 - Financial Accounting I	3
BUS1300 - Financial Statement Analysis	3

3 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking	3
COMM1130 - Small Group Communication	3
COMM1140 - Interpersonal Communication	3
COMM2200 - Intercultural Communication	3
ENGL1101 - College Writing	3
