

Temporary Delivery Due to the COVID19 Pandemic

B228 - Office Administration - Health Services									
					Delivery				Comments
	AAL	Course Code	Course Title	Course Weight	In-person	Hybrid	Online	Clinical	
1	1	OAG110	Language Fundamentals	3			X		
2	1	OAG125	Administrative Procedures	3			X		
3	1	OAG101	Introduction To Keyboarding	1			X		
4	1	OAG160	Essential Business Calculations	3			X		
5	1	OAG113	Introduction To Word Processing & Business Documents	3			X		
6	1	ELEC1030	Choose 1 Elective Course	3			X		
7	1	OAG117	Introduction To Computer Technology	2			X		
14	3	OAH306	Health Services Administrative Documents & Procedures	4			X		
15	3	OAH307	Electronic Medical Records & Billing	3			X		
16	3	OAH302	Health Services Office Management	4			X		
17	3	OAH303	Medical Terminology 1	3			X		
18	3	OAH308	Medical Transcription 1	4		X			
19	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