

# ADMINISTRATIVE SUPPORT DIPLOMA - 32 CREDITS

## Program Plan — "Primary Plan"

Locations: Online

### 1st Fall Term (16 credits)

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#### 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)

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#### 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

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#### 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

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