# ST. CLAIR COLLEGE

## B228 - Office Administration - Health Services

| | 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 | |
| | | | | | | | | |
| 8 | 3 | OAH306 | Health Services Administrative Documents & Procedures | 4 | | | x | |
| 9 | 3 | OAH307 | Electronic Medical Records & Billing | 3 | | | x | |
| 10 | 3 | OAH302 | Health Services Office Management | 4 | | | x | |
| 11 | 3 | OAH303 | Medical Terminology 1 | 3 | | | x | |
| 12 | 3 | OAH308 | Medical Transcription 1 | 4 | | | x | |
| 13 | 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