

OFFICE ADMINISTRATION (OADM)

OADM 1450 – Medical Typing **3 credit hours**

This course sharpens the typing skills required in a medical office and reviews the proper format of professional emails, letters, memos, and medical documents, including but not limited to Chart Notes and History and Physical Examination Reports. It also provides a background in medical office procedures and introduces medical terms.

Schedule type: Independent Study, Lecture, Web

OADM 1500 – Administrative Office Procedures **3 credit hours**

This course familiarizes students with professional responsibilities and duties in a modern office environment, including work ethic; office procedures; and time, stress, and records management.

Schedule type: Independent Study, Lecture, Web

OADM 1510 – Legal Typing **3 credit hours**

This course sharpens the typing skills required in a legal office and provides background in legal procedures. It familiarizes the student with legal terminology and emphasizes speed and accuracy when typing legal correspondence and pleadings, and professional emails. Lab Fee.

Schedule type: Independent Study, Lecture, Web

OADM 1700 – Legal Terminology & Transcript **3 credit hours**

This course familiarizes students with legal terminology and provides transcription practice that simulates the transcription of a legal secretary/ transcriptionist. It includes pronunciation of legal terms, transcription tests, and transcribing of legal cases. The course emphasizes speed and accuracy when transcribing legal documents. Lab fee

Pre-requisite(s): OFCR 1200

Schedule type: Independent Study, Lecture, Web

OADM 1800 – Medical Term and Transcription **3 credit hours**

This course familiarizes students with a broad base of medical terms through transcription of realistic cases. It includes pronunciation of medical terms, transcription tests, and transcribing of patient cases. The course emphasizes speed and accuracy when transcribing medical documents.

Pre-requisite(s): OFCR 1200

Schedule type: Independent Study, Lecture, Web