



SEPTEMBER 2003
CURRICULUM GUIDELINES

A: Division: **Instructional**

Date: **SEPTEMBER 2003**

B: Department/
Program Area: **Commerce & Business Admin.**
Office Administration

New Course

Revision

If Revision, Section(s) Revised:

Date Last Revised:

C: **OADM 265**

D: **PHARMACEUTICAL AND BILLING PROCEDURES**

E: **3**

Subject & Course No.

Descriptive Title

Seme

OADM 265 PHARMACEUTICAL

O: Methods of Instruction

A combination of lecture, guest speaker, demonstration, guided practice, and self-paced laboratory assignments and projects will be used. Active learning is an integral part of this course and major emphasis will be placed on a “hands-on” environment to allow students to work both independently and collaboratively to learn and apply pharmaceutical and medical billing concepts and procedures.

P: Textbooks and Materials to be Purchased by Students