

# Associate in Applied Science

## Office Systems/Medical Office Specialist

### Year 1

1st Semester			Credit	Contact	√
BUSN	177	Mathematics of Business	3	3	
ENGL	101	Rhetoric and Composition	3	3	
HLTH	118	Medical Terminology I	3	3	
OIS	150	Word Processing Applications	4	4	
OIS	191	Business English and Proofreading	3	3	
Total Hours:			16	16	

2nd Semester			Credit	Contact	√
BUSN	195	Business Communications	3	3	
CIS	121	Microsoft Excel	1	1	
CIS	122	Microsoft Access	1	1	
CIS	123	Microsoft PowerPoint	1	1	
HLTH	119	Medical Terminology II	2	2	
OIS	250	Adv Word Processing Applications	3	3	
SBS	003	Social Behavioral Science Elective	3	3	
Total Hours:			14	14	

### Year 2

3rd Semester			Credit	Contact	√
HMSB	003	Humanities/Social Behavioral Electi	3	3	
OIS	170	Electronic Medical Office Records	3	3	
OIS	218	Machine Transcription	2	3	
OIS	220	Medical Insurance Billing	3	3	
SBS	003	Social Behavioral Science Elective	3	3	
Total Hours:			14	15	

4th Semester			Credit	Contact	√
OIS	219	Healthcare Documentation	3	3	
OIS	230	Medical Coding	3	3	
OIS	260	Office Technology and Procedures	4	4	
OIS	270	Health Information Management	3	3	
OIS	273	OIS Internship Education	3	3	
Total Hours:			16	16	

<b>Program Total:</b>	<b>60</b>	<b>61</b>
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See college catalog for Humanities/Social Behavioral Science elective choices.

Notes: BUSN 195 may be substituted with ENGL 145. OIS 273 Internship may be substituted with BUSN 160, BUSN 250, CIS 115, CIS 125, CIS 101, OIS 108, or OIS 117.

This map is intended to be used in conjunction with your academic advisor.