BUSINESS INFORMATION SYSTEMS – MEDICAL INFORMATION SPECIALIST
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

DESCRIPTION: This program uses the latest developments in information technology as they relate to the modern medical office in small medical and medical-related practices, hospitals, and other medical facilities. Successful graduates are trained in medical terminology, records management, billing, computer software, and office management procedures.

GENERAL EDUCATION REQUIREMENTS CREDITS: 12
ENG 111 or ENGLISH COMPOSITION I (3/3) or
ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)
ENG 112 or ENGLISH COMPOSITION II (3/3) or
ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)
PLS 221 or AMERICAN GOVERNMENT REQUIREMENT (3/3)
PLS 222
PSY 101 GENERAL PSYCHOLOGY (3/3)

CORE PROGRAM REQUIREMENTS CREDITS: 42
BIO 110 ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5) A
BIS 140 PROOFREADING & EDITING FOR BUS PROF (3/4)
BIS 160 MEDICAL TERMINOLOGY (4/4) A
BIS 167 MEDICAL ETHICS & LAW (3/3) A
BIS 169 PRACTICE MANAGEMENT SOFTWARE (3/4) A
BUS 125 BUSINESS MATH (3/3) A
BUS 127 PRINCIPLES OF MANAGEMENT (3/3) A
BUS 248 BUSINESS COMMUNICATION (3/3) A
CIS 120 INTRODUCTION TO MICROCOMPUTERS (3/4) A
CIS 151, 152, 153 WORD PROCESSING I, II, III (3/3.75) A
CIS 241 INTRO TO WEB DESIGN & MGT (3/4) A
CIS 281, 282, 283 ADV WORD PROCESSING I, II, III (3/3.75)
MED 225 MEDICAL CONDITIONS & PROCEDURES (4/4)

SUGGESTED ELECTIVES CREDITS: 6
MINIMUM 60 CREDIT HOURS/66.5 CONTACT HOURS

NOTES:
A Included in occupational specialty.
A grade of 2.0 or higher must be maintained in occupational specialty courses
A list of approved electives is available from your advisor.