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: 45
BIO 110  ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5) ^
BIS 140  PROOFREADING & EDITING FOR BUS PROF (3/4)
BIS 159  MEDICAL OFFICE ADMIN SEMINAR (3/4) ^
BIS 160  MEDICAL TERMINOLOGY (4/4) ^
BIS 167  MEDICAL ETHICS & LAW (3/3) ^
BIS 169  PRACTICE MANAGEMENT SOFTWARE (3/3) ^
BUS 125  BUSINESS MATH (3/3) ^
BUS 127  PRINCIPLES OF MANAGEMENT (3/3)
BUS 248  BUSINESS COMMUNICATION (3/3)
CIS 120  INTRODUCTION TO MICROCOMPUTERS (3/4) ^
CIS 151, 152, 153  WORD PROCESSING I, II, III (3/3.75)
CIS 241  INTRO TO WEB DESIGN & MGT (3/4)
CIS 281, 282, 283  ADV WORD PROCESSING I, II, III (3/3.75)
MED 225  MEDICAL CONDITIONS & PROCEDURES (4/4)

SUGGESTED ELECTIVES  CREDITS: 3
MEDICAL ELECTIVE CREDIT (3/3)

MINIMUM 60 CREDIT HOURS/66.5 CONTACT HOURS

NOTES:
^ Included in occupational specialty.
A grade of 2.0 or higher must be maintained in occupational specialty courses
GPA of 2.0 or higher must be achieved in order to participate in BIS 220 internship