

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) ^A
BIS 140	PROOFREADING & EDITING FOR BUS PROF (3/4)
BIS 159	MEDICAL OFFICE ADMIN SEMINAR (3/4) ^A
BIS 160	MEDICAL TERMINOLOGY (4/4) ^A
BIS 167	MEDICAL ETHICS & LAW (3/3) ^A
BIS 169	PRACTICE MANAGEMENT SOFTWARE (3/3) ^A
BUS 125	BUSINESS MATH (3/3) ^A
BUS 127	PRINCIPLES OF MANAGEMENT (3/3)
BUS 248	BUSINESS COMMUNICATION (3/3)
CIS 120	INTRODUCTION TO MICROCOMPUTERS (3/4) ^A
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:

^A 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

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SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 16

BIS 159	MEDICAL OFFICE ADMIN SEMINAR (3/4)
BIS 160	MEDICAL TERMINOLOGY (4/4)
BIS 169	PRACTICE MANAGEMENT SOFTWARE (3/3)
CIS 120	INTRODUCTION TO MICROCOMPUTERS (3/4)
ENG 111 or	ENGLISH COMPOSITION I (3/3) or
ENG 121	ADVANCED ENGLISH COMPOSITION I (3/3)

YEAR 1 (SPRING SEMESTER) CREDITS: 13

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
BIS 167	MEDICAL ETHICS & LAW (3/3)
ENG 112 or	ENGLISH COMPOSITION II (3/3) or
ENG 122	ADVANCED ENGLISH COMPOSITION II (3/3)
PSY 101	GENERAL PSYCHOLOGY (3/3)

YEAR 2 (FALL SEMESTER) CREDITS: 16

BUS 125	BUSINESS MATH (3/3)
BUS 127	PRINCIPLES OF MANAGEMENT (3/3)
CIS 151, 152, 153	WORD PROCESSING I, II, III (3/3.75)
MED 225	MEDICAL CONDITIONS & PROCEDURES (4/4)
PLS 221 or	AMERICAN GOVERNMENT REQUIREMENT (3/3)
PLS 222	

YEAR 2 (SPRING SEMESTER) CREDITS: 15

BIS 140	PROOFREADING & EDITING FOR BUS PROF (3/4)
BUS 248	BUSINESS COMMUNICATION (3/3)
CIS 241	INTRO TO WEB DESIGN & MGT (3/4)
CIS 281, 282, 283	ADV WORD PROCESSING I, II, III (3/3.75)
	MEDICAL ELECTIVE (3/3)