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 ENG 121, ADVANCED ENGLISH COMPOSITION I (3/3)
ENG 112 or ENG 122, ADVANCED ENGLISH COMPOSITION II (3/3)
PLS 221 or PLS 222, AMERICAN GOVERNMENT REQUIREMENT (3/3)
PSY 101, GENERAL PSYCHOLOGY (3/3)

CORE PROGRAM REQUIREMENTS CREDITS: 47
BIO 110, ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)^
BIS 101, KEYBOARD SKILLBUILDING (1/2)
BIS 140, PROOFREADING & EDITING FOR BUS PROF (3/4)
BIS 159, MEDICAL OFFICE ADMIN SEMINAR (3/3)^
BIS 160, MEDICAL TERMINOLOGY (4/4)^
BIS 167, MEDICAL ETHICS & LAW (3/3)^
BIS 169, PRACTICE MANAGEMENT SOFTWARE (3/4)^
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)
PEH 264, COMMUNITY FIRST AID/CPR/AED (BLS) (1/1)^*

SUGGESTED ELECTIVES CREDITS: 3

MINIMUM 62 CREDIT HOURS/70.5 CONTACT HOURS

NOTES:
^ Included in occupational specialty.
GPA of 2.0 or higher must be maintained in occupational specialty courses

A list of approved electives is available from your advisor.

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SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 16
BIS 159, MEDICAL OFFICE ADMIN SEMINAR (3/3)
BIS 160, MEDICAL TERMINOLOGY (4/4)
CIS 120, INTRODUCTION TO MICROCOMPUTERS (3/4)
ENG 111 or ENG 121, ADVANCED ENGLISH COMPOSITION I (3/3)
PSY 101, GENERAL PSYCHOLOGY (3/3)

YEAR 1 (SPRING SEMESTER) CREDITS: 15
BIO 110, ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
BIS 101, KEYBOARD SKILLBUILDING (1/2)
BIS 167, MEDICAL ETHICS & LAW (3/3)
BIS 169, PRACTICE MANAGEMENT SOFTWARE (3/4)
ENG 112 or ENG 122, ADVANCED ENGLISH COMPOSITION II (3/3)
PEH 264, COMMUNITY FIRST AID/CPR/AED (BLS) (1/1)

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)
ELECTIVE (3/3)
MED 225, MEDICAL CONDITIONS & PROCEDURES (4/4)

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)
PLS 221 or PLS 222, AMERICAN GOVERNMENT REQUIREMENT (3/3)

Last edited: 12/2021