**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tr>
<td>ENG 111</td>
<td><strong>English Composition I</strong> (3/3) or</td>
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<td>ENG 121</td>
<td><strong>Advanced English Composition I</strong> (3/3)</td>
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<tr>
<td>ENG 112</td>
<td><strong>English Composition II</strong> (3/3) or</td>
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<tr>
<td>ENG 122</td>
<td><strong>Advanced English Composition II</strong> (3/3)</td>
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<tr>
<td>PLS 221</td>
<td><strong>American Government Requirement</strong> (3/3)</td>
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<td>PLS 222</td>
<td><strong>General Psychology</strong> (3/3)</td>
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**CORE PROGRAM REQUIREMENTS**  CREDITS: 50

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<th>Course Code</th>
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<tbody>
<tr>
<td>BIO 110</td>
<td><strong>Essentials of Anatomy &amp; Physiology</strong> (4/5)</td>
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<tr>
<td>BIS 101</td>
<td><strong>Keyboard Skillbuilding</strong> (1/2)</td>
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<tr>
<td>BIS 140</td>
<td><strong>Proofreading &amp; Editing for Bus Prof</strong> (3/4)</td>
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<tr>
<td>BIS 159</td>
<td><strong>Medical Office Admin Seminar</strong> (3/3) A</td>
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<td>BIS 160</td>
<td><strong>Medical Terminology</strong> (4/4) A</td>
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<td>BIS 167</td>
<td><strong>Medical Ethics &amp; Law</strong> (3/3) A</td>
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<td>BIS 169</td>
<td><strong>Practice Management Software</strong> (3/4) A</td>
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<td>BIS 220</td>
<td><strong>Medical Office Admin Practicum</strong> (3/3) A</td>
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<tr>
<td>BUS 125</td>
<td><strong>Business Math</strong> (3/3) A</td>
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<tr>
<td>BUS 127</td>
<td><strong>Principles of Management</strong> (3/3)</td>
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<td>BUS 248</td>
<td><strong>Business Communication</strong> (3/3)</td>
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<tr>
<td>CIS 120</td>
<td><strong>Introduction to Microcomputers</strong> (3/4) A</td>
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<tr>
<td>CIS 151, 152, 153</td>
<td><strong>Word Processing I, II, III (3/3/75)</strong></td>
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<tr>
<td>CIS 241</td>
<td><strong>Intro to Web Design &amp; Mgt</strong> (3/4)</td>
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<tr>
<td>MED 225</td>
<td><strong>Medical Conditions &amp; Procedures</strong> (4/4)</td>
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<tr>
<td>PHS 264</td>
<td><strong>Community First Aid/CPR/AED</strong> (BLS) B</td>
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**MINIMUM 62 CREDIT HOURS/69.5 CONTACT HOURS**

**NOTES:**

A Included in occupational specialty.

GPA of 2.0 or higher must be maintained in occupational specialty courses

B CPR certification is a requirement to participate in BIS 220