

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

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|------------|---------------------------------------|
| 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: 50

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|-------------------|---|
| BIO 110 | ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5) ^A |
| BIS 101 | KEYBOARD SKILLBUILDING (1/2) |
| BIS 140 | PROOFREADING & EDITING FOR BUS PROF (3/4) |
| BIS 159 | MEDICAL OFFICE ADMIN SEMINAR (3/3) ^A |
| BIS 160 | MEDICAL TERMINOLOGY (4/4) ^A |
| BIS 167 | MEDICAL ETHICS & LAW (3/3) ^A |
| BIS 169 | PRACTICE MANAGEMENT SOFTWARE (3/4) ^A |
| BIS 220 | MEDICAL OFFICE ADMIN PRACTICUM (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) |
| PEH 264 | COMMUNITY FIRST AID/CPR/AED (BLS) ^B |

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

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ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

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 | ENGLISH COMPOSITION I (3/3) 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 | ENGLISH COMPOSITION II (3/3) or |
| ENG 122 | ADVANCED ENGLISH COMPOSITION II (3/3) |
| PEH 264 | COMMUNITY FIRST AID/CPR/AED (BLS) |

YEAR 1 (SUMMER SEMESTER) CREDITS: 3

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| BIS 220 | MEDICAL OFFICE ADMIN PRACTICUM (3/3) |
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YEAR 2 (FALL SEMESTER) CREDITS: 12

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|-------------------|---------------------------------------|
| 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) |
| PLS 221 or | AMERICAN GOVERNMENT REQUIREMENT (3/3) |
| PLS 222 | |

YEAR 2 (SPRING SEMESTER) CREDITS: 16

| | |
|-------------------|---|
| 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) |
| MED 225 | MEDICAL CONDITIONS & PROCEDURES (4/4) |