

ID#: _____ Student: _____

Communications Electives – 1 written & 1 oral

ENG1330 English Composition I +* (3) (written)
 ENG1440 Public Speaking + (3) (oral)
 ENG1670 Interpersonal Communications I (3) (oral)

Human Development Electives – 1 course

PSY1130 General Psychology I + (3)
 PSY1160 Applied Psychology (3)
 PSY1250 Human Growth & Development (3)
 SOC1130 General Sociology (3)
 SOC1230 Social Problems (3)
 SOC1540 Intro to Cultural Anthropology (3)
 SOC1600 Ethnicity & Cultural Differences (3)

History/Political Science Electives – 1 course

HIS1230 American History I (3)
 HIS1240 American History II (3)
 POS1130 American National Government < (3)
 POS1140 American State and Local Government < (3)
 POS1180 American Political Systems + (3)

Mathematics Electives – 1 course

MAT1130 Intermediate Algebra * (3)
 MAT1230 College Algebra +* (3)
 MAT1330 Trigonometry +* (3)
 MAT1600 Calculus for Business/Soc. Sciences * (3)
 MAT1650 Analytical Geometry & Calculus I +* (5)
 TEC1900 Technical Mathematics I * (3)
 TEC1910 Technical Mathematics II * (3)

Computer Literacy Electives – 1 course

CIS1050 Introduction to Computers (3)
 CIS1610 IT Fundamentals (3)
 CIS1750 Microcomputer Applications * (3)

+ Recommended course for transfer students.
 * Course has prerequisite. See MAC Catalog.
 < No longer offered-will count if previously completed.

Gen Ed Cr. Hrs21-23
 Major Cr. Hrs..... 50
 Total Cr. Hrs.....71-73

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

**ASSOCIATE OF APPLIED SCIENCE
 Office Systems Technology - Medical Coding
 (Major Code: OD)**

Sem/Yr		Grade
_____	HLT2350 Med Terminology/Intro Pathology	3 _____
_____	HLT2360 Med Terminology II *	3 _____
_____	MGT1800 Business Math	3 _____
_____	MGT1940 Management Seminar	1 _____
_____	OST1000 Keyboarding I	3 _____
_____	OST1020 Keyboarding II *	3 _____
_____	OST1080 Ten Key Numeric Skills.....	1 _____
_____	OST1100 Filing Systems/Records Mgt *	2 _____
_____	OST1300 Office Procedures I *	3 _____
_____	OST1320 Office Procedures II *	3 _____
_____	OST1400 Business Communications I *	3 _____
_____	OST1602 Intro to Coding & Reimb Systems.....	3 _____
_____	OST1608 Diagnosis & Procedural Coding	3 _____
_____	OST1620 Medical Office Procedures.....	1 _____
_____	OST1640 Medical Software/Elec Billing.....	2 _____
_____	OST2400 Business Internship *	3 _____
_____	OST2602 Diagnosis & Procedural Coding II.....	3 _____
_____	OST2604 Diagnosis & Procedural Coding III.....	3 _____
_____	OST2610 Medical Transcription	3 _____
_____	PAW1060 Prep for Employment.....	1 _____

Communications: (1 written & 1 oral)

_____	ENG1330 English Composition I *	3 _____
_____	_____	3 _____

Computer Literacy:

_____	_____	3 _____
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History/Political Science:

_____	_____	3 _____
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Human Development:

_____	_____	3 _____
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Mathematics:

_____	_____	3-5 _____
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Science:

_____	OST1622 Essential of A&P for Coders.....	3 _____
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_____	TSA0000 Technical Skills Assessment.....	0 _____
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Total Credit Hours 71-73

GPA: _____

TSA Date: _____

Advisor: _____

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Medical Coding
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GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.