

NAME \_\_\_\_\_ SS# \_\_\_\_\_ ADVISOR \_\_\_\_\_

## OFFICE SYSTEMS TECHNOLOGY

### Medical Coding Option

### Associate of Applied Science

This plan serves as a record of current and completed courses which the student and advisor have mutually agreed upon for the graduation.

**First Year**

Fall Semester	Grade	Spring Semester	Grade
_____ ENG133 English Comp I	_____ 3 cr.	_____ ENG144 Public Speaking	_____ 3 cr.
_____ _____ Human Dev Elective	_____ 3 cr.	_____ MGT180 Business Math	_____ 3 cr.
_____ OST130 Office Procedures I	_____ 3 cr.	_____ OST102 Keyboarding II	_____ 3 cr.
_____ OST100 Keyboarding I	_____ 3 cr.	_____ OST220 Intro to Business	_____ 3 cr.
_____ HLT003 Orient to Med Term I	_____ 1 cr.	_____ OST132 Office Procedures II	_____ 3 cr.
_____ HLT007 Orient to Med. Term II	_____ 1 cr.	_____ HLT235 Med. Terminology	_____ 3 cr.
_____ _____ Comp. Literacy Elective	_____ 3 cr.		
	<b>17 cr.</b>		<b>18 cr.</b>

**Second Year**

Fall Semester	Grade	Spring Semester	Grade
_____ OST140 Business Comm. I	_____ 3 cr.	_____ OST200 Transcription Skills	_____ 3 cr.
_____ _____ Math Elective	_____ 3 cr.	_____ OST260 Medical Coding II	_____ 4 cr.
_____ OST108 Ten Key	_____ 1 cr.	_____ OST164 Med Soft/Elec. Billing	_____ 2 cr.
_____ OST110 Records Mgmt/Filing	_____ 2 cr.	_____ OST240 Business Internship	_____ 3 cr.
_____ _____ Pol Sc/History Elective	_____ 3 cr.	_____ _____ Science Elective	_____ 3-5 cr.
_____ OST160 Medical Coding I	_____ 4 cr.	_____ PAW106 Prep for Employment	_____ 1 cr.
_____ OST162 Med. Office Proc.	_____ 1 cr.	_____ MGT194 Mgmt. Seminar	_____ 1 cr.
	<b>17 cr.</b>		<b>17-19 cr.</b>

The Associate of Applied Science degree program shall consist of college-level (non-remedial) course work or its equivalent in each of the following curricular areas:

<b>Area:</b> .....	<b>Semester Hrs. Req=d</b>
<b>COMMUNICATION</b> .....	6 Hours
Two (2) courses including one (1) written (*+ENG133) and one (1) oral communications course (+ENG144 or ENG167).	
<b>HUMAN DEVELOPMENT</b> .....	3 Hours
One (1) course from the following: SOC113, +PSY113, or PSY116.	
<b>EMPLOYMENT</b> .....	2 Hours
The following two (2) courses must be completed: PAW106 and MGT194.	
<b>HISTORY &amp; POLITICAL SCIENCE</b> .....	3 Hours
One (1) course from the following: HIS123, HIS124, +POS113, POS114.	
<b>MATHEMATICS</b> .....	3 Hours
One (1) course from the following: *MAT113, *+MAT123, *+MAT133, *MAT160, *+MAT165, *+MAT215, *TEC190 or *TEC191.	
<b>SCIENCE</b> .....	3-5 Hours
One (1) course from the following: BIO115, BIO125, BIO135, BIO143, PHS105, *PHS113, PHS120, *PHS125, *PHS135, *PHS142, *PHS223, +PHS240, +PHS242, +PHS243, *TEC107, *TEC108, TEC136, or *TEC141.	
<b>COMPUTER LITERACY ELECTIVE</b> .....	3 Hours
One (1) course from the following: CIS105 or *CIS175.	
<b>OFFICE SYSTEMS TECHNOLOGY</b> .....	46 Hours
The following courses must be completed: HLT003, HLT007, HLT235, OST100, *OST102, OST108, OST110, OST130, OST140, OST132, OST160, OST162, OST164, *OST200, OST220, OST240, *OST260, and MGT180.	
<b>Total General Education</b> .....	<b>21-23 Hours</b>
<b>Recommended Major and Elective Courses</b> .....	<b>48 Hours</b>
<b>Total Required Hours</b> .....	<b>69-71 Hours</b>

**GENERAL POLICIES**

1. An application for graduation must be filed during the first 2 weeks after the fall and spring semester begins and during the first week of the summer term. Applications received after that date will be held until the following semester.
2. Students must attend commencement exercises to receive a diploma.
3. Graduates are required to undergo outcome tests as a condition of graduation.
4. Graduates are required to complete an exit interview with the Director of Career Services.
5. Cumulative 2.0 grade point average required for graduation.
6. Last fifteen (15) hours must be earned at Mineral Area College.

\* Indicate courses requiring a prerequisite.  
 + Recommend course for transfer students.