

AAS – ADMINISTRATIVE OPTION

Name: _____ SS#: _____
 Last First Middle/Maiden

Address: _____
 P.O. Box/Street City State Zip

Home Phone: _____ Cell/Alternate Phone: _____ Advisor: _____

FIRST SEMESTER		Hours	Grade	Date Completed
***OST 110	Document Formatting and Word Processing	3		
*OST 230	Medical Records and Data Management OR	3		
OST 160	Records and Database Management	(3)		
OST 103	Medical Office Terminology OR	3		
AHS 115	Medical Terminology OR	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
ENG 101	Writing I	3		
_____	Computer Literacy	3		
TOTAL CREDIT HOURS		15		
SECOND SEMESTER		Hours	Grade	Date Completed
OST 210	Advanced Word Processing Application	3		
OST 104	Introduction to Medical Insurance	3		
ACT 101	Fundamentals of Accounting I OR	3		
ACC 201	Financial Accounting I	(3)		
OST 235	Business Communications Technology	3		
BIO 130	Aspects of Human Biology OR	3		
AHS 109	Introduction to Body Structure and Function OR	(4)		
BIO 135	Basic Anatomy and Physiology with Lab OR	(4)		
BIO 137	Human Anatomy and Physiology with Lab AND	(4)		
BIO 139	Human Anatomy and Physiology II	(4)		
TOTAL CREDIT HOURS		15-16		
THIRD SEMESTER		Hours	Grade	Date Completed
OST 106	Introduction to Medical Transcription	3		
OST 240	Software Integration OR	3		
CIS 130	Microcomputer Applications	(3)		
*OST 217	Medical Office Procedures OR	3		
OST 215	Office Procedures	(3)		
PY 110	General Psychology OR	3		
SOC 101	Introduction to Sociology	(3)		
_____	Oral Communications	3		
_____	Heritage/Humanities	3		
TOTAL CREDIT HOURS		18		
FOURTH SEMESTER		Hours	Grade	Date Completed
OST 225	Introduction to Desktop Publishing	3		
OST 295	Office Systems Technology Internship OR	3		
COE 199	Cooperative Office	(2)		
OST 227	Medical Office Software	3		
ENG 102	Writing II	3		
MT 105	Business Mathematics OR	3		
MT 110	Applied Math OR	(3)		
MT 150	College Algebra OR	(3)		
MT 145	Contemporary College Mathematics OR	(3)		
_____	Higher Level Math	(3)		
_____	Course Approved by Program Coordinator	3		
TOTAL CREDIT HOURS		17-18		

*Course highly recommended by Program Advisor.

***If student has no formal keyboarding training in using the touch method of keying, OST 100 should be completed before enrolling in OST 110.

Progression in the Medical Information Technology program is contingent upon achievement of a grade of "C" or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).