

**AAS – TRANSCRIPTION OPTION**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
                     Last                      First                      Middle/Maiden

Address: \_\_\_\_\_  
                     P.O. Box/Street                      City                      State                      Zip

Home Phone: \_\_\_\_\_ Cell/Alternate Phone: \_\_\_\_\_ Advisor: \_\_\_\_\_

<b>FIRST SEMESTER</b>		<b>Hours</b>	<b>Grade</b>	<b>Date Completed</b>
***OST 110	Document Formatting and Word Processing	3		
*OST 230	Medical Records and Data Management <b>OR</b>	3		
OST 160	Records and Database Management	(3)		
OST 103	Medical Office Terminology <b>OR</b>	3		
AHS 115	Medical Terminology <b>OR</b>	(3)		
CLA 131	Medical Terminology from Greek & Latin	(3)		
ENG 101	Writing I	3		
_____	Computer Literacy	3		
<b>TOTAL CREDIT HOURS</b>		<b>15</b>		

<b>SECOND SEMESTER</b>		<b>Hours</b>	<b>Grade</b>	<b>Date Completed</b>
OST 210	Advanced Word Processing Application	3		
OST 104	Introduction to Medical Insurance	3		
OST 106	Introduction to Medical Transcription	3		
OSTL 106	Introduction to Medical Transcription Lab	1		
ENG 102	Writing II	3		
BIO 130	Aspects of Human Biology <b>OR</b>	3		
AHS 109	Introduction to Body Structure and Function <b>OR</b>	(4)		
BIO 135	Basic Anatomy and Physiology with Lab <b>OR</b>	(4)		
BIO 137	Human Anatomy and Physiology with Lab <b>AND</b>	(4)		
BIO 139	Human Anatomy and Physiology II	(4)		
<b>TOTAL CREDIT HOURS</b>		<b>16-21</b>		

<b>THIRD SEMESTER</b>		<b>Hours</b>	<b>Grade</b>	<b>Date Completed</b>
OST 240	Software Integration <b>OR</b>	3		
CIS 130	Microcomputer Applications	(3)		
*OST 217	Medical Office Procedures <b>OR</b>	3		
OST 215	Office Procedures	(3)		
PY 110	General Psychology <b>OR</b>	3		
SOC 101	Introduction to Sociology	(3)		
OST 206	Medical Transcription	3		
OSTL 206	Medical Transcription Lab	2		
_____	Heritage/Humanities	3		
<b>TOTAL CREDIT HOURS</b>		<b>17</b>		

<b>FOURTH SEMESTER</b>		<b>Hours</b>	<b>Grade</b>	<b>Date Completed</b>
OST 295	Office Systems Technology Internship <b>OR</b>	3		
COE 199	Cooperative Office	(2)		
OST 227	Medical Office Software	3		
MT 105	Business Mathematics <b>OR</b>	3		
MT 110	Applied Math <b>OR</b>	(3)		
MT 150	College Algebra <b>OR</b>	(3)		
MT 145	Contemporary College Mathematics <b>OR</b>	(3)		
_____	Higher Level Math	(3)		
_____	Oral Communications	3		
_____	**Course Approved by Program Coordinator	3		
<b>TOTAL CREDIT HOURS</b>		<b>14-15</b>		

\*Course highly recommended by Program Advisor.

\*\*OST 235 is the recommended course. Other business courses will complete the degree; however, OST 235 will earn the student three additional credentials upon completion.

\*\*\*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).**

Enrollment Date \_\_\_\_/\_\_\_\_/\_\_\_\_