

Associate in Applied Science

General Education:			
MT	105	Business Mathematics OR	3
MT	110	Applied Mathematics OR	(3)
MT	150	College Algebra OR	(3)
MT	145	Contemporary College Math OR	(3)
		A higher level math course	(3)
PY	110	General Psychology OR	3
SOC	101	Introduction to Sociology	(3)
ENG	101	Writing I	3
ENG	102	Writing II	3
		Science*	3-4
		Oral Communications	3
		Heritage/Humanities	3
		Computer Literacy	3
		Subtotal	24-25
Technical Core:			
OST	110	Document Formatting and Word Processing	3
OST	160	Records and Database Management OR	3
OST**	230	Medical Records and Data Management	(3)
OST	210	Advanced Word Processing Application	3
OST	240	Software Integration OR	3
CIS	130	Microcomputer Applications	(3)
OST	103	Medical Office Technology OR	3
AHS	115	Medical Terminology OR	(3)
CLA	131	Medical Terminology from Greek and Latin	(3)
OST	104	Introduction to Medical Insurance	3
OST	106	Introduction to Medical Transcription	3
OST	217	Medical Office Procedures OR	3
OST	215	Office Procedures	(3)
OST	227	Medical Office Software	3
		Subtotal	27
*When a science course other than a general education anatomy & physiology is used to meet the requirement for Science, one of the following courses must be included in the technical core.			
HEA	110	Anatomy & Physiology OR	(4)
BIO	135	Basic Anatomy and Physiology with	
		Laboratory OR	(4)
BIO	130	Aspects of Human Biology OR	(3)
BIO	137	Human Anatomy and Physiology I AND	(4)
BIO	139	Human Anatomy and Physiology II	(4)
** OST 230 is required for the Medical Records Option			
		Subtotal	51 - 52