

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
**Office Administration - Medical Office Specialist**

Done Curr To do

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<b>Orientaton</b>	<b>1 hour</b>				
COLL	101	___	___	___	
<b>Communications</b>	<b>9 hours</b>				
<b>Written Communications (6 hours)</b>					
ENGL	100	___	___	___	
ENGL	101*	___	___	___	
ENGL	102	___	___	___	
ENGL	203*	___	___	___	
<b>Oral Communications (3 hours)</b>					
SPCH	101	___	___	___	
<b>Mathematics</b>	<b>3 hours</b>				
BSAD	121*	___	___	___	
<b>Missouri Constitution</b>	<b>3 hours</b>				
PLSC	103, 104*	___	___	___	
HIST	106	___	___	___	

<b>Business Core 13 hours</b>		<b>Done Curr To do</b>			<b>Medical Office Specialist 29 hours</b>		<b>Done Curr To do</b>		
BSAD	103 Professional Dev (2)	___	___	___	OA	107 College Keyboarding (3)	___	___	___
BSAD	125 Bus Computer Apps (3)	___	___	___	OA	108 Intro to Transcription (3)	___	___	___
BSAD	130 Bus Correspondence* (3)	___	___	___	OA	208 Med Word Proc Trans* (3)	___	___	___
OA	233 Med Office Internship (2)	___	___	___	OA	212 Med Office Procedures (3)	___	___	___
BMGT	223 Business Ethics (3)	___	___	___	OA	215 Medical Terminology (3)	___	___	___
					OA	220 Medical Coding* (3)	___	___	___
					BSAD	216 Database Mgmt.. (2)	___	___	___
					OA	100 Practical Accounting (3) <b>OR</b>	___	___	___
					BSAD	160 Prin of Accounting I (3)	___	___	___
					OA	102 Filing Systems (3)	___	___	___
					OA	200 Word Processing (3)	___	___	___
					<b>Electives (5 hours)</b>				
					Electives can be from BSAD, BMGT, OA		___	___	___

Comments: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(print your name as you wish it to appear on your diploma)

Social Security Number: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Address: Street: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Does your diploma need to be mailed to a different address? \_\_\_ Yes \_\_\_ No

Degree Confirmed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_