



ASSOCIATE OF APPLIED SCIENCE DEGREE Medical Office Specialist

Done Curr To do

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Orientaton 1 hour					
COLL 101	___	___	___		
Communications 9 hours					
Written Communications (6 hours)					
ENGL 100	___	___	___		
ENGL 101*	___	___	___		
ENGL 102	___	___	___		
ENGL 203*	___	___	___		
Oral Communications (3 hours)					
SPCH 101*	___	___	___		

Mathematics 3 hours					
BSAD 121*	___	___	___		

Missouri Constitution 3 hours					
PLSC 103, 104*	___	___	___		
HIST 106	___	___	___		

Business Core 13 hours					
BMGT 223 Business Ethics (3)	___	___	___	ACCT 101 Practical Accounting (3) OR	___
BSAD 103 Professional Dev (2)	___	___	___	ACCT 201 Prin of Accounting I (3)	___
BSAD 125 Bus Computer Apps (3)	___	___	___	BSAD 216 Database Mgmt* (2)	___
BSAD 130 Bus Communications* (3)	___	___	___	OA 102 Filing Systems (3)	___
OA 233 Med Office Internship (2)	___	___	___	OA 107 College Keyboarding (3)	___
				OA 108 Intro to Transcription (3)	___
				OA 200 Word Processing (3)	___
				OA 208 Medical Transcription* (3)	___
				OA 212 Med Office Procedures (3)	___
				OA 215 Medical Terminology (3)	___
				HIT 220 ICD Coding* (3)	___
				HIT 230 CPT Coding* (3)	___
				Electives (2 hours)	___
				Electives can be taken from ACCT, BMGT, BSAD, OA, HIT or SPAN 111	___

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: _____