ID#: _____ Student: _____

Communications – 1 written & 1 oral

ENG1330	English Composition I +* (3)	(written)
ENG1440	Public Speaking *+ (3)	(oral)
ENG1670	Interpersonal Communications I* (3)	(oral)

Human Development – 1 course

PSY1130	General Psychology I* + (3)
PSY1160	Applied Psychology *(3)
PSY1250	Human Growth & Development* (3)
SOC1130	General Sociology *(3)
SOC1230	Social Problems *(3)
SOC1540	Intro to Cultural Anthropology* (3)
SOC1600	Ethnicity & Cultural Differences* (3)

History/Political Science – 1 course

HIS1230	American History I* (3)
HIS1240	American History II* (3)
POS1130	American National Government *< (3)
POS1140	American State and Local Government* < (3)
POS1180	American Political Systems* + (3)

\+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

Gen Ed Cr. Hrs..... 21-23
Major Cr. Hrs.....50
Total Cr. Hrs..... 67

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Medical Coding
(Major Code: OD –AP) CIP 52.0401

Sem/Yr				Grade
_____	HLT2350	Med Terminology/Intro Pathology*	3	_____
_____	HLT2360	Med Terminology II *	3	_____
_____	OST1000	Keyboarding I	3	_____
_____	OST1020	Keyboarding II *	3	_____
_____	OST1080	Ten Key Numeric Skills	1	_____
_____	OST1100	Filing Systems/Records Mgt	2	_____
_____	OST1350	Administrative Office Procedures I	3	_____
_____	OST1400	Business Communications I	3	_____
_____	OST1500	Applied Accounting I	3	_____
_____	OST1602	Intro to Coding & Reimb Systems*	3	_____
_____	OST1608	Diagnosis & Procedural Coding *	3	_____
_____	OST1620	Medical Office Procedures	1	_____
_____	OST1640	Medical Software/Elec Billing	2	_____
_____	OST2400	Business Internship *	3	_____
_____	OST2602	Diagnosis & Procedural Coding II*	3	_____
_____	OST2604	Diagnosis & Procedural Coding III*	3	_____
_____	OST2610	Medical Transcription*	3	_____
_____	OST2980	Capstone – Office Sys. Technology*	1	_____
		Communications: (1 written & 1 oral)		
_____		ENG1330 English Composition I *	3	_____
_____		_____	3	_____
		Computer Literacy:		
_____		CIS1730 Office Applications	2	_____
		History/Political Science:		
_____		_____	3	_____
		Human Development:		
_____		_____	3	_____
		Mathematics:		
_____		MGT1800 Business Math	3	_____
		Science:		
_____		OST1622 Essential of A&P for Coders*	3	_____
_____		**GUI1010 First Year Seminar**	1	_____
_____		**HIS0000 MO Higher Education Civics Exam**	0	_____
_____		**TSA0000 Technical Skills Assessment**	0	_____
		Total Credit Hours	**67**	_____

GPA: _____ Advisor: _____

NOTE: See graduation policies on back.

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Medical Coding

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date