



ASSOCIATE OF APPLIED SCIENCE DEGREE Office Administration - Medical Office Specialist

Done Curr To do

Done Curr To do

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				Done Curr To do	Medical Office Specialist	29 hours	Done Curr To do	
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) OR	___	___	___
					BSAD 160 Prin of Accounting I (3)	___	___	___
					OA 102 Filing Systems (3)	___	___	___
					OA 200 Word Processing (3)	___	___	___
					Electives (5 hours)			
					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: _____