

The Associate of Applied Science is awarded to students who satisfy the following requirements:

Courses	Cr.	Qtr.	Gr.
Communication Skills			
WR 121 English Composition			
Oral Communications			
SP 219 Small Group Discussion OR BA 214 Business Communications			
Computation Skills			
BA 104 Business Math I or higher			
Human Relations Skills			
BA 204 Teamwork Dynamics			
Year 1			
Fall:			
WR 121 English Composition	4		
BA 131 Intro to Bus. Computing	4		
OA 120 Business Editing	3		
BA 104 Business Math I or higher	4		
MREC 210 Medical Billing I	3		
Winter:			
BA 204 Teamwork Dynamics	3		
BT 221 Word Processing I	3		
BT 105 Presentation Applications	1		
BT 210 Email & Productivity App	2		
MREC 116 Med. Office Procedures	3		
MREC 211 Medical Billing II	3		
Spring:			
BT 222 Word Processing II	3		
BT 232 Spreadsheet Applications	4		
GSCI 161 Medical Term. I	3		
OA 240 Records Management	3		
SP219 Small Group Discussion or BA 214 Business Communications	3		
Total Credits:	(49)		

- Students must complete with a minimum of 45-46 quarter credits with a grade point average of at least 2.0 in order to graduate with an AAS
- An application for graduation must be filled out one term in advance of final term.

Billing & Coding Tech Career Pathway:

GSCI 161 Medical Term. I
 MREC 210 Medical Billing I
 MREC 116 Medical Office Procedures
 MREC 211 Medical Billing II
 BT 221 Word Processing I

