

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 OR (MATH 60 – Beginning Algebra 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 116 Office Procedures	3		
OA 120 Business Editing	3		
Elective	1		
Winter:			
BA 204 Teamwork Dynamics	3		
BA 101 Intro to Business	4		
BT 221 Word Processing I	3		
BT 105 Presentation Applications	1		
BT 210 Email & Productivity App	2		
SP 219 Small Group Discussion or BA 214 Business Communications	3		
Spring:			
BT 222 Word Processing II	3		
BT 232 Spreadsheet Applications	4		
BA 206 Principles of Management	3		
GSCI 161 Medical Term. I	3		
Year 2			
Fall:			
BA 104 Business Math I or higher	4		
BA 226 Business Law I	3		
BT 242 Database Applications	4		
BT 251 Computer Assist Acct I	3		
MREC 210 Medical Billing I	3		
Winter:			
BA 211 Principles of Financial Acct	4		
HPE 120 First Aid & CPR	2		
MREC 116 Medical Office Procedures	3		
MREC 211 Medical Billing II	3		
OA 220 Advanced Document Prod	3		

- Students must complete a minimum of 90-91 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.
- BA 131/CS 101 is highly recommended to be taken during the first term for this degree.

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

Spring:				
OA 240 Records Management	3			
OA 251 Office Management /Capstone	3			
OA 280 Co Op Work Experience	2			
BA 213 Managerial Accounting or BT 252 Computer Assist Acct II	4			
BT 290 Integrated Office Apps	3			
<i>Total Credits:</i>	<i>(91)</i>			