

Northland Pioneer College
ASSOCIATE OF APPLIED SCIENCE (AAS)
ADMINISTRATIVE INFORMATION SERVICES - Medical Office Procedures
2012-2013 Catalog Year

NPC Advising Checksheet - Minimum of 64 Credits

Name:	Student ID:
Advisor Name:	Date:

I. GENERAL EDUCATION REQUIREMENTS (16 CRS)				II. DISCIPLINE STUDIES (7 CRS)			
	CRS	GR	SEM		CRS	GR	SEM
COMMUNICATIONS (6 CRS)				PHYSICAL & BIOLOGICAL SCIENCES			
ENL 101	3				4		
ENL 109	3						
				ARTS & HUMANITIES			
					3		
MATHEMATICS (3 CRS)				<i>OR</i>			
MAT 103	3			SOCIAL & BEHAVIORAL SCIENCES			
					3		

III. CORE REQUIREMENTS (33 CRS)				IV. REQUIRED ELECTIVES (15 CRS)			
AREA OF SPECIALIZATION:				In addition to the core requirements, student will complete a minimum of 15 unduplicated credits from the list of required electives.			
MEDICAL OFFICE PROCEDURES							
	CRS	GR	SEM		CRS	GR	SEM
AIS 102	1						
AIS 105	1						
AIS 110	3						
AIS 111	3						
AIS 112	1						
AIS 115	1						
AIS 118	3						
AIS 119	3						
AIS 123	3						
AIS 127	3						
AIS 180	3						
AIS 198	1						
<i>OR</i>							
AIS 298	1						
AIS 231	3						
BUS 112	3						
<i>OR</i>							
BUS 117	3						
CIS 103	1						

The Associate of Applied Science (AAS) Degree is designed for specialization in vocational or technical fields and requires completion of a minimum of 64 credits with a cumulative grade point average of 2.0 on a 4.0 scale.

**ASSOCIATE OF APPLIED SCIENCE COURSES
2012-2013 Catalog Year**

Specific programs may designate or limit course options. The General Education requirements for certain programs may exceed 16 credit minimum.

COMMUNICATIONS (6 CREDITS)
See specific program requirements

MATHEMATICS (3-4 CREDITS)
See specific program requirements

DISCIPLINE STUDIES (7 CREDITS)--unless otherwise noted in a program description, students must take one course from Physical and Biological Sciences and one course from either Arts and Humanities or Social and Behavioral Sciences.

ARTS AND HUMANITIES

ART 101 Understanding Art
ART 115 Art History I
ART 116 Art History II
ENL 220 World Literature I
ENL 221 World Literature II
ENL 224 English Literature I
ENL 225 English Literature II
ENL 230 American Literature I
ENL 231 American Literature II
HUM 150 Humanities—Western World I
HUM 151 Humanities—Western World II
MUS 150 Music Appreciation
PHL 101 Introduction to Philosophy
PHL 105 Introduction to Ethics
SPT 130 Introduction to Theatre
SPT 150 Introduction to Film
SPT 155 History of Television

PHYSICAL AND BIOLOGICAL SCIENCES

BIO 100 Biology Concepts
BIO 105 Environmental Biology
BIO 160 Intro to Human Anatomy & Physiology
BIO 181 General Biology I
BIO 182 General Biology II
BIO 201 Human Anatomy and Physiology I
BIO 202 Human Anatomy and Physiology II
CHM 130 Fundamental Chemistry
CHM 151 General Chemistry I
CHM 152 General Chemistry II
GEO 111 Physical Geography
GLG 101 Introduction to Geology I—Physical
GLG 102 Introduction to Geology II—Historical
PHY 113 General Physics I
PHY 114 General Physics II

SOCIAL AND BEHAVIORAL SCIENCES

ANT 102 Cultural Anthropology
ANT 120 Buried Cities and Lost Tribes
BUS 140 Principles of Economics—Macro
BUS 141 Principles of Economics—Micro
GEO 110 World Regional Geography
GEO 120 Human Geography
HIS 105 U.S. History to 1877
HIS 106 U.S. History Since 1877
HIS 155 Western Civilization to 1700
HIS 156 Western Civilization Since 1700
POS 110 American Government
PSY 101 Introduction to Psychology
PSY 200 Psychology of Adjustment
PSY 240 Developmental Psychology
SOC 120 General Sociology
SOC 121 Social Problems in America
SOC 130 Racial, Ethnic and Gender Relations
SOC 225 Sociology of the Family

ADMINISTRATIVE INFORMATION SERVICES REQUIRED ELECTIVES:

AIS 102 Business Grammar
AIS 105 Developing Your Professionalism
AIS 110 Basic Keyboarding and Format
AIS 112 Proofreading
AIS 113 Basic Memo/Letter Writing
AIS 114 Introduction to Modern Office
AIS 115 Ten-Key Adding Machines
AIS 116 Electronic Calculators
AIS 118 Medisoft Billing
AIS 119 Medical Office Procedures
AIS 123 Vocabulary for Medical Office
AIS 127 Medical Insurance and Coding
AIS 135 Medical Transcription
AIS 140 Microsoft Word Basics
AIS 145 Microsoft Word for Windows

AIS 150 Microsoft Publisher Basics

AIS 153 Microsoft Publisher Complete
AIS 170 Written Business Communication
AIS 180 Records Management
AIS 181 Medical Records Management
AIS 190 Legal Terminology
AIS 191 Introduction to Law Office Procedures
AIS 192 Legal Document Processing
AIS 198 Internship
AIS 199 Workshop
AIS 202 Customer Service for Office Professional
AIS 214 Administrative Office Management
AIS 230 Advanced Machine Transcription-Legal
AIS 231 Introduction to Microsoft Office
AIS 232 Advanced Microsoft Office
AIS 235 Advanced Transcription Medical I

AIS 236 Advanced Transcription Medical II

AIS 245 Advanced Microsoft Word
AIS 298 Portfolio
BUS 100 Introduction to Business
BUS 103 Success on Your Job
BUS 112 Fundamentals of Bookkeeping
--or--
BUS 117 Principles of Accounting I-Financial
BUS 128 Spreadsheet Applications for Business
BUS 129 Database Applications for Business
BUS 132 Introduction to Public Administration
BUS 150 Administrative Policymaking
BUS 180 Organizational Behavior
BUS 185 Ethics in Management
CIS 103 Introduction to Windows
CIS 141 Managing and Maintaining Your PC I (A+)

HES 170 Medical Terminology