

Information Systems Technology (AAS)

Medical Billing and Coding Option

Degree Type: Associate of Applied Science Degree

Division: Business, Education, Math, Science & Technology

Purpose: Career and Technical Education. The INFORMATION SYSTEMS TECHNOLOGY program is designed for individuals who are currently employed in the information system field and for high school graduates planning careers in the field of information systems technology. This program prepares students to meet the challenges of the modern office through the application of practical and theoretical general education, hands-on skill development and a coordinated internship project.

FIRST YEAR

| Fall Semester | | | Hours | ✓ |
|---------------|--|---|-------|---|
| BUED MATH | 110 ⁽¹⁾ 153 ⁽¹⁾ | Business Mathematics –or– Intermediate Algebra | 3 | |
| IST IST | 100 115 | Computer Literacy –or– Introduction to Information Systems | 3 | |
| IST | 149 ⁽¹⁾ | Medical Terminology & Coding | 3 | |
| ENGL | 111 ⁽¹⁾ | College Writing | 3 | |
| BUED | 103 | Business English | 3 | |
| SCOM | 125 | Communication in the Workplace | 3 | |
| TOTAL HOURS | | | 18 | |

| Spring Semester | | | Hours | ✓ |
|-----------------|--------------------|-------------------------------|-------|---|
| IST | 119 | PC Operating Systems | 3 | |
| BUED | 203 ⁽¹⁾ | Business Communications | 3 | |
| IST | 148 | Office Procedures | 3 | |
| GOVT | 121 ⁽¹⁾ | National and State Government | 3 | |
| IST | 225 ⁽¹⁾ | Medical Billing and Coding | 5 | |
| TOTAL HOURS | | | 17 | |

SECOND YEAR

| Fall Semester | | | Hours | ✓ |
|---------------|--|---|-------|---|
| ECON ECON | 211 ⁽¹⁾ 212 ⁽¹⁾ | Principles of Macroeconomics –or– Principles of Microeconomics | 3 | |
| IST | 126 ⁽¹⁾ | Word Processing Applications | 3 | |
| IST | 275 ⁽¹⁾ | Advanced Medical Billing and Coding | 7 | |
| | | General Education elective | 3 | |
| TOTAL HOURS | | | 16 | |

| Spring Semester | | | Hours | ✓ |
|-----------------|--------------------|--|-------|---|
| IST | 268 ⁽¹⁾ | Spreadsheet Applications | 3 | |
| IST | 258 ⁽¹⁾ | Office Administration and Supervision (first eight weeks) | 3 | |
| IST | 297 ⁽¹⁾ | Coordinated Internship Project (second eight weeks) | 6 | |
| TOTAL HOURS | | | 12 | |

⁽¹⁾Course has prerequisite or placement requirements.