



Medical Office Specialist - Academic Planner

Technical Diploma: 31-106-2

Campus: Fond du Lac

Curriculum for 2010-11

11/13/2009 (rev 2/16/10, 5/14/10)

Program Advisor: _____

Entrance Assessment Scores	ACT	Accuplacer
Assessment Areas		
English/Sentence Skills	16	76
Reading/Reading Comprehension	16	67
Math/Arithmetic	15	34

✓	Course		Hours / Week			Total		Prerequisites and/or Corequisites	Typically Offered			Comments	
	T/G	Subj Num	Lec	Lab	Other	Hours	Credits		S	F	SP		
Institutional Requirements:													
		890 125	Student Success - take 1st term						x	x	x		
		890 130	Career Development - take 2nd term						x	x	x		
Term 1:													
New Program Students: Attend New Student Orientation and your Priority Registration Session													
	T	106 120		2		36	1	Demonstrated 30 wpm with 3 or fewer errors using correct fingering	x	x	x	Offered in Summer in FDL only. Enroll in Keyboarding Pretest to determine placement	
	T	106 138		2		36	2		x	x	x		
	T	501 101		3		54	3		x	x	x		
	T	501 107		1	2	54	2		x	x	x		
	T	509 301		4		72	2	Completion of or concurrent enrollment in 501-107 Intro to Computing for Healthcare		x	x		
	T	509 307		4		72	2	Completion or concurrent enrollment in 501-101 Medical Terminology; 501-107 Intro to Computing for Healthcare; 509-302 Human Body in Health and Disease		x	x		
	T	509 309		4		72	2			x	x		
	G	801 195		3		54	3		x	x	x		
							Total 1st Term Credits	17					

Term 2:										S	F	SP
Apply for Graduation												
T	106	151	Specialized Insurance Claims	2			36	2	509-307 Medical Office Insurance and Finance	x	x	
T	106	152	Electronic Patient Billing	2			36	2	Completion of or concurrent enrollment in 509-307 Medical Office Insurance and Finance	x	x	
T	106	154	Medical Office Applications	2	2		72	3	509-301 Medical Assistant Administrative Proced	x	x	
T	106	159	Advanced Microsoft Word	2			36	2		x	x	Recommend students have keyboarding skills and knowledge of Microsoft Word
T	106	160	Medical Office Practicum	1	5		90	2	Completion of or concurrent enrollment in 106-154 Medical Office Applications	x	x	Students must be eligible for graduation the semester they enroll in the externship. Healthcare Provider CPR and First Aid, proof of immunizations, and caregiver background check must be completed prior to Medical Office Externship
T	509	302	Human Body in Health and Disease	6			108	3	Completion of or concurrent enrollment in 501-101 Medical Terminology	x	x	
Total 2nd Term Credits								14				
Total Program Credits								31				
An exit assessment is a graduation requirement for the program.												
Students will need to complete Basic Math Proficiency.												

T/G: T - Technical Studies course; G - General Studies course

Semester Codes: S-Summer; F-Fall; SP-Spring;

Curriculum and program acceptance requirements are subject to change.

If Student Success Center or General College courses (ie: 831-103 Intro to College Writing, 838-104 Intro to College Reading, 834-109 Pre-Algebra) are required based on college placement; or if the student elects part-time enrollment, the time required to complete the program will increase.

For a complete list of course descriptions for this program, please consult the College Catalog at <http://www.morainepark.edu/MPTCCatalog>