



## Medical Office Specialist - Academic Planner

Technical Diploma: 31-106-2

Campus: Fond du Lac

Curriculum for 2011-2012

3/4/2011

Program Advisor: \_\_\_\_\_

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

| ✓  | T/G | Course |     | Title                                    | Hours / Week |     |       | Total |         | Prerequisites and/or Corequisites | Typically Offered   |   |    | Comments |  |
|--|-----|--------|-----|--|--------------|-----|-------|-------|---------|-----------------------------------|---|---|----|----------|--|
|  |     | Subj   | Num |  | Lec          | Lab | Other | Hours | Credits |                                   | S   | F | SP |          |  |
| <b>Institutional Requirements:</b>   |     |        |     |  |              |     |       |       |         |                                   |   |   |    |          |  |
|  |     | 890    | 125 | Student Success - take 1st term          |              |     |       |       |         |                                   | x   | x | x  |          |  |
|  |     | 890    | 130 | Career Development - take 2nd term       |              |     |       |       |         |                                   | x   | x | x  |          |  |
| <b>Term 1:</b>   |     |        |     |  |              |     |       |       |         |                                   |   |   |    |          |  |
| <b>New Program Students: Attend New Student Orientation and your Priority Registration Session</b> |     |        |     |  |              |     |       |       |         |                                   |   |   |    |          |  |
|  | T   | 106    | 138 | Computer Essentials                      |              | 2   |       |       | 36      | 2                                 |   | x | x  | x        |  |
|  | T   | 501    | 101 | Medical Terminology                      |              | 3   |       |       | 54      | 3                                 |   | x | x  | x        |  |
|  | T   | 501    | 107 | Intro to Healthcare Computing            |              | 1   | 2     |       | 54      | 2                                 |   | x | x  | x        |  |
|  | T   | 509    | 301 | Medical Assistant Administrative Proced. |              | 4   |       |       | 72      | 2                                 | Completion of or concurrent enrollment in 501-107 Intro to Healthcare Computing |   | x  | x        |  |
|  | T   | 509    | 302 | Human Body in Health and Disease         |              | 6   |       |       | 108     | 3                                 | Completion of or concurrent enrollment in 501-101 Medical Terminology           |   | x  | x        |  |
|  | G   | 801    | 195 | Written Communication                    |              | 3   |       |       | 54      | 3                                 |   | x | x  | x        |  |
| <b>Total 1st Term Credits</b>  |     |        |     |  |              |     |       |       |         | <b>15</b>                         |   |   |    |          |  |

