



Medical Office Specialist - Academic Planner

Technical Diploma: 31-106-2

Campus: Fond du Lac

Curriculum for 2012-2013

1/30/2012

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 Hours	Credits	Prerequisites and/or Corequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other				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														
				Basic Math Proficiency										Must register in a Student Success Center (SSC). FDL - 920-924-6383; BD - 920-887-4402; WB - 262-335-5783.
	T	106	120	Document Processing		2		36	1	"A" grade in 106-103 Keyboarding OR 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	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, 890-125 Student Success		x	x	
	T	509	307	Medical Office Insurance & Finance		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	
	G	801	195	Written Communication		3		54	3		x	x	x	
Total 1st Term Credits									15					

Term 2:										S	F	SP	
				Apply for Graduation (which includes a \$30 graduation fee)									
T	106	151	Specialized Insurance Claims	2			36	2	Completion of or concurrent enrollment in 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	160	Medical Office Practicum	1	5		90	2	Completion of or concurrent enrollment in 106-154 Medical Office Applications		x	x	
T	501	108	Pharmacology for Allied Health	2			36	2	501-101 Medical Terminology and 509-302 Human Body in Health and Disease		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	
T	509	309	Medical Law/Ethics/Professionalism	4			72	2			x	x	
Total 2nd Term Credits								16					
Total Program Credits								31					
Medical Office Practicum (106-160) is the exit assessment graduation requirement for the program.													

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>