MORAINE PARK TECHNICAL COLLEGE

Medical Office Specialist - Academic Planner

Technical Diploma: 31-106-2

Campus: Fond du Lac

Curriculum for 2014-2015

2/1/2014

Program Advisor: _____

✓	T/G	Course Subj	Course Num	Title	Lec	Lab	Other	Total Hours	Credits	Prerequisites and/or Corequisites	Typically Offered			Comments
				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	501	101	Medical Terminology	3			54	3		x	x	x	
	T	501	107	Introduction to Healthcare Computing	1	2		54	2		x	x	x	
	T	509	301	Medical Assistant Administrative Procedures	4			72	2	Completion of or concurrent enrollment in 501-107 Introduction to Healthcare Computing, 890-101 College 101		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	307	Medical Office Insurance and Finance	4			72	2	Completion of or concurrent enrollment in 501-101 Medical Terminology; 501-107 Introduction to Healthcare Computing; 509-302 Human Body in Health and Disease		x	x	
	G	801	136	English Composition 1	3			54	3		x	x	x	
		890	101	**College 101	2			36	2		x	x	x	**Institutional Requirement
				Total 1st Term Credits					**17**					

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	T/G											S	F	SP	
				Term 2:								**S**	**F**	**SP**	
				Apply for Graduation when completing Term 2 registration.											
	T	106	151	Specialized Insurance Claims	2	2			72	3	Completion of or concurrent enrollment in 509-307 Medical Office Insurance and Finance		x	x	
	T	106	152	Electronic Patient Billing	2	2			72	3	Completion of or concurrent enrollment in 509-307 Medical Office Insurance and Finance		x	x	
	T	106	154	Medical Office Administration	3	2			90	4	509-301 Medical Assistant Administrative Procedures		x	x	
	T	106	160	Medical Office Practicum*	1		216	234		2	Completion of or concurrent enrollment in 106-154 Medical Office Administration		x	x	Students must be eligible for graduation the semester they enroll in the Practicum. Healthcare Provider CPR and First Aid, health requirements, criminal background check must be completed prior to Medical Office Practicum
	T	501	108	Pharmacology for Allied Health	2				36	2	Completion of or concurrent enrollment in 501-101 Medical Terminology; 509-302 Human Body in Health and Disease		x	x	
	T	509	309	Medical Law, Ethics and Professionalism	4				72	2			x	x	
				Total 2nd Term Credits						**16**					
				Total Program Credits and Institutional Requirements						**33**					
				**The credits for 890-101 College 101 are Institutional Requirements for graduation. Consequently, they are not part of the program credit requirements.											
				*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

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