

Medical Office Administration, A.A.S.

26-27 catalog

Full-time

Description: This program prepares students who wish to specialize in medical transcription and medical office procedures for employment or advancement. A counselor should be consulted if the student plans to transfer to a four-year institution.

Students with a criminal record should consult with the State of Michigan to verify that they are eligible to work in this field. Students are encouraged to meet with an MCC counselor prior to starting this program for help with the verification process.

Completion Time: 2 Years

This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

Year 1

Fall Semester

☐ Success Skills for the 21st Century	GNST 100	3 Cr.
☐ Computer Literacy (test out option available)	CMIS 101	3 Cr.
☐ Introduction to Document Production	CMIS 124	3 Cr.
☐ Freshman English I	ENGL 100	3 Cr.

Spring Semester

☐ Medical Terminology	AHEA 215	3 Cr.
☐ Introduction to Computer Information Systems	CMIS 115	3 Cr.
☐ Advanced Document Production	CMIS 224	3 Cr.
☐ Mathematics Requirement		4 Cr.

Summer Session

☐ Oral Communication Requirement		3 Cr.
☐ Choose 1		
American Political System	POLI 240	3 Cr.
United States History to 1865	HIST 250	3 Cr.
United States History Since 1865	HIST 251	3 Cr.

Year 2

Fall Semester

☐ Principles of Accounting I	ACCT 115	4 Cr.
☐ Medical Insurance & Coding	AHEA 113	2.5 Cr.
☐ Microcomputer Applications	CMIS 175	4 Cr.
☐ Records Management	CMIS 190	3 Cr.

Spring Semester

☐ Business & Technical Communication	BUSN 183	3 Cr.
☐ Microsoft Outlook	CMIS 153	1 Cr.
☐ Office Administration	CMIS 270	4 Cr.
☐ Laboratory Science Requirement		4 Cr.

Summer Session

☐ Humanities Requirement	3-4 Cr.
☐ Social Science Requirement	3 Cr.

Total Minimum Credits: 62.5

Academic Advising: You should meet with an academic counselor prior to registering for classes.

Note: Prerequisite courses may apply to this program. A minimum of 60 unduplicated credits (100 level or higher) are required for all associate degree programs.

Medical Office Administration, A.A.S.

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Part-time

Description: This program prepares students who wish to specialize in medical transcription and medical office procedures for employment or advancement. A counselor should be consulted if the student plans to transfer to a four-year institution.

Students with a criminal record should consult with the State of Michigan to verify that they are eligible to work in this field. Students are encouraged to meet with an MCC counselor prior to starting this program for help with the verification process.

Completion Time: 4.5 Years

This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

Year 1

Fall Semester

- ☐ Success Skills for the 21st Century GNST 100 3 Cr.
- ☐ *Computer Literacy* CMIS 101 3 Cr.
(test out option available)

Spring Semester

- ☐ Medical Terminology AHEA 215 3 Cr.
- ☐ Introduction to Computer Information Systems CMIS 115 3 Cr.

Year 2

Fall Semester

- ☐ Introduction to Document Production CMIS 124 3 Cr.
- ☐ Microcomputer Applications CMIS 175 4 Cr.

Spring Semester

- ☐ Advanced Document Production CMIS 224 3 Cr.
- ☐ Freshman English I ENGL 100 3 Cr.

Year 3

Fall Semester

- ☐ Records Management CMIS 190 3 Cr.
- ☐ *Mathematics Requirement* 4 Cr.

Spring Semester

- ☐ Office Administration CMIS 270 4 Cr.
- ☐ *Laboratory Science Requirement* 4 Cr.

Year 4

Fall Semester

- ☐ Principles of Accounting I ACCT 115 4 Cr.
- ☐ Medical Insurance & Coding AHEA 113 2.5 Cr.

Spring Semester

- ☐ Business & Technical Communication BUSN 183 3 Cr.
- ☐ Microsoft Outlook CMIS 153 1 Cr.
- ☐ Choose 1
 - American Political System POLI 240 3 Cr.
 - United States History to 1865 HIST 250 3 Cr.
 - United States History Since 1865 HIST 251 3 Cr.

Year 5

Fall Semester

- ☐ *Humanities Requirement* 3-4 Cr.
- ☐ *Oral Communication Requirement* 3 Cr.
- ☐ *Social Science Requirement* 3 Cr.

Academic Advising: You should meet with an academic counselor prior to registering for classes.

Note: Prerequisite courses may apply to this program. A minimum of 60 unduplicated credits (100 level or higher) are required for all associate degree programs.

Courses in italics may be taken in the summer term.

Total Minimum Credits: 62.5

Medical Office Administration, A.A.S.

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Full-time spring start

Description: This program prepares students who wish to specialize in medical transcription and medical office procedures for employment or advancement. A counselor should be consulted if the student plans to transfer to a four-year institution.

Students with a criminal record should consult with the State of Michigan to verify that they are eligible to work in this field. Students are encouraged to meet with an MCC counselor prior to starting this program for help with the verification process.

Completion Time: 2.5 Years

This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

Year 1

Spring Semester

☐ Success Skills for the 21st Century	GNST 100	3 Cr.
☐ Freshman English I	ENGL 100	3 Cr.
☐ Mathematics Requirement		4 Cr.
☐ Choose 1		
American Political System	POLI 240	3 Cr.
United States History to 1865	HIST 250	3 Cr.
United States History Since 1865	HIST 251	3 Cr.

Fall Semester

☐ Computer Literacy (test out option available)	CMIS 101	3 Cr.
☐ Introduction to Document Production	CMIS 124	3 Cr.
☐ Oral Communication Requirement		3 Cr.
☐ Social Science Requirement		3 Cr.

Year 2

Spring Semester

☐ Medical Terminology	AHEA 215	3 Cr.
☐ Introduction to Computer Information Systems	CMIS 115	3 Cr.
☐ Advanced Document Production	CMIS 224	3 Cr.
☐ Humanities Requirement		3-4 Cr.

Fall Semester

☐ Principles of Accounting I	ACCT 115	4 Cr.
☐ Medical Insurance & Coding	AHEA 113	2.5 Cr.
☐ Microcomputer Applications	CMIS 175	4 Cr.
☐ Records Management	CMIS 190	3 Cr.

Year 3

Spring Semester

☐ Business & Technical Communication	BUSN 183	3 Cr.
☐ Microsoft Outlook	CMIS 153	1 Cr.
☐ Office Administration	CMIS 270	4 Cr.
☐ Laboratory Science Requirement		4 Cr.

Total Minimum Credits: 62.5

Academic Advising: You should meet with an academic counselor prior to registering for classes.

Note: Prerequisite courses may apply to this program. A minimum of 60 unduplicated credits (100 level or higher) are required for all associate degree programs.