Full-time with summer course schedule

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

| circuaic (IIIIs | is suggested | ourse sequencing. Hease see a couriscion of advis | n for individual ac | ajustments |
|-------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Year 2 | | |
| | | Fall Semester 4 | | |
| GNST 100 | 3 Cr. | ☐ Principles of Accounting I | ACCT 115 | 4 Cr. |
| CMIS 101 | 3 Cr. | ☐ Medical Insurance & Coding | AHEA 113 | 2.5 Cr. 3 Cr. |
| CMIS 124 | 3 Cr. | ☐ Records Management | CMIS 190 | 3 Cr. |
| | 3 Cr. | | | |
| | | Spring Semester 5 | | |
| CMIS 115 | 3 Cr. | ☐ Business & Technical Communications | BUSN 183 | 3 Cr. |
| CMIS 224 | 3 Cr. | ☐ Outlook | CMIS 153 | 1 Cr. |
| ALIEA 045 | 2.6 | ☐ Office Administration | CMIS 270 | 4 Cr. |
| AHEA 215 | J J., | ☐ Lab Science Requirement | | 4 Cr. |
| | 4 Cr. | | | |
| | | Summer Session 3 | | |
| ENGL 100 | 3 Cr. | ☐ Humanities Requirement | | 3-4 Cr. |
| | | ☐ Social Science Requirement | | 3 Cr. |
| POLI 240 HIST 250* with | 3 Cr. 3 Cr. | | | |
| | CMIS 115 CMIS 224 AHEA 215 ENGL 100 POLI 240 | GNST 100 3 Cr. CMIS 101 3 Cr. CMIS 124 3 Cr. 3 Cr. CMIS 224 3 Cr. AHEA 215 3 Cr. 4 Cr. ENGL 100 3 Cr. POLI 240 3 Cr. HIST 250* 3 Cr. | Fall Semester 4 GNST 100 3 Cr. CMIS 101 3 Cr. CMIS 124 3 Cr. CMIS 124 3 Cr. CMIS 125 3 Cr. CMIS 224 3 Cr. AHEA 215 3 Cr. AHEA 215 3 Cr. ENGL 100 3 Cr. POLI 240 3 Cr. HIST 250* 3 Cr. | Fall Semester 4 GINST 100 3 Cr. CMIS 101 3 Cr. CMIS 124 3 Cr. CMIS 124 3 Cr. CMIS 125 3 Cr. CMIS 224 3 Cr. AHEA 215 3 Cr. AHEA 215 3 Cr. ENGL 100 3 Cr. POLI 240 3 Cr. POLI 240 3 Cr. POLI 240 3 Cr. HIST 250* 3 Cr. POLI 240 3 Cr. HIST 250* 3 Cr. POLI 240 3 Cr. HIST 250* 3 Cr. POLI 240 3 Cr. POLI 240 3 Cr. HIST 250* 3 Cr. POLI 240 3 Cr. POLI 240 3 Cr. HIST 250* 3 Cr. POLI 240 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.

Full-time course schedule

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

| Year 1 | | | Year 2 | | |
|-------------------------------------------------------------------------------------------------|-------------------|-------|------------------------------|----------|--------|
| Semester 1 (Fall) | | • | Fall Semester 4 | | |
| ☐ Success Skills for the 21st Century | GNST 100 | 3 Cr. | ☐ Principles of Accounting I | ACCT 115 | 4 Cr. |
| ☐ Freshman English I | ENGL 100 | 3 Cr. | ☐ Medical Insurance & Coding | AHEA 113 | 2.5 Cr |
| ☐ Computer Literacy | CMIS 101 | 3 Cr. | ☐ Microcomputer Applications | CMIS 175 | 3 Cr. |
| (test out option available) | | | ☐ Records Management | CMIS 190 | 3 Cr. |
| ☐ Introduction to Document Production | CMIS 124 | 3 Cr. | ☐ Humanities Requirement | | 3-4 Cr |
| ☐ Choose 1 | | | | | |
| American Political System | POLI 240 | 3 Cr. | | | |
| United States History to 1865 *If student wants HIST 251, swap communications requirement | HIST 250* with | 3 Cr. | | | |
| Spring Semester 2 | | | Spring Semester 5 | | |
| ☐ Medical Terminology | AHEA 215 | 3 Cr. | ☐ Business & Technical | BUSN 183 | 3 Cr. |
| ☐ Introduction to Computer | CMIS 115 | 3 Cr. | Communications | | |
| Information Systems | | | ☐ Outlook | CMIS 153 | 1 Cr. |
| ☐ Advanced Document | CMIS 224 | 3 Cr. | ☐ Office Administration | CMIS 270 | 4 Cr. |
| Production | | | ☐ Lab Science Requirement | | 4 Cr. |
| ☐ Communication Requirement | | 3 Cr. | ☐ Social Science Requirement | | 3 Cr. |
| ☐ Mathematics Requirement | | 4 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.

Total Minimum Credits: 60.5

Half-time course schedule

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

Courses in italics may be taken in the summer term.

| Half time assures askedula (=1 : : | | | | | |
|------------------------------------------------------------------------------------------------------|----------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Year 1 | suggested co | urse sequen | cing. Please see a counselor or advisor for individual adjustments.) Year 4 | | |
| Fall Semester ☐ Success Skills for the 21st Century ☐ Computer Literacy (test out option available) | GNST 100 CMIS 101 | 3 Cr. 3 Cr. | Fall Semester ☐ Records Management CMIS 190 3 Cr. ☐ Choose 1 American Political System POLI 240 3 Cr. | | |
| Spring Semester ☐ Introduction to Computer Information Systems ☐ Freshman English I | CMIS 115 ENGL 100 | 3 Cr. 3 Cr. | United States History to 1865 HIST 250* 3 Cr. *If student wants HIST 251, swap with communications requirement Spring Semester Outlook CMIS 153 1 Cr. | | |
| Year 2 | | | ☐ Office Administration CMIS 270 4 Cr.☐ Communication Requirement 3 Cr. | | |
| Fall Semester ☐ Introduction to Document Production ☐ Microcomputer Applications | CMIS 124 CMIS 175 | 3 Cr. 3 Cr. | Year 5 Fall Semester ☐ Humanities Requirement 3-4 Cr. | | |
| Spring Semester Advanced Document Production | CMIS 224 | 3 Cr. | ☐ Lab Science Requirement 4 Cr. ☐ Social Science Requirement 3 Cr. | | |
| ☐ Medical Terminology Year 3 | AHEA 215 | 3 Cr. | | | |
| Fall Semester ☐ Medical Insurance & Coding ☐ Principles of Accounting I | AHEA 113 ACCT 115 | | Academic Advising: You should meet with an | | |
| Spring Semester ☐ Business & Technical Communications ☐ Mathematics Requirement | BUSN 183 | 3 Cr. 4 Cr. | 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 | | |

Total Minimum Credits: 60.5

Full-time spring start course schedule

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

| Year 1 | | | Year 2 | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------|------------------------------|----------|---------|
| Spring Semester | | | Spring Semester | | |
| ☐ Success Skills for the 21st Century GN | NST 100 | 3 Cr. | ☐ Social Science Requirement | | 3 Cr. |
| ☐ Freshman English I EN | IGL 100 | 3 Cr. | ☐ Advanced Document | CMIS 224 | 3 Cr. |
| ☐ Medical Terminology AH | HEA 215 | 3 Cr. | Production | | |
| | /IS 101 | 3 Cr. | ☐ Communication Requirement | | 3 Cr. |
| (test out option available) | | _ | ☐ Mathematics Requirement | | 4 Cr. |
| Fall Semester | | | Fall Semester | | |
| ☐ Introduction to Computer CM | /IIS 115 | 3 Cr. | ☐ Principles of Accounting I | ACCT 115 | 4 Cr. |
| Information Systems | | | ☐ Medical Insurance & Coding | AHEA 113 | 2.5 Cr. |
| ☐ Introduction to Document CM Production | /IS 124 | 3 Cr. | ☐ Microcomputer Applications | CMIS 175 | 3 Cr. |
| ☐ Humanities Requirement | | 3-4 Cr. | ☐ Records Management | CMIS 190 | 3 Cr. |
| ☐ Choose 1 | | 5-4 CI. | | | |
| | LI 240 | 3 Cr. | | | |
| | ST 250* | 3 Cr. | | | |
| *If student wants HIST 251, swap with communications requirement | h | | | | |
| ' | | | | | |
| Academic Advising: You should mee | ot with a | nn. | Year 3 | | |
| cademic counselor prior to registering | | | Spring Semester | | |
| Note: Prerequisite courses may apply to this program. A minimum of 60 unduplicated credits (100 evel or higher) are required for all associate degree | | | ☐ Business & Technical | BUSN 183 | 3 Cr. |
| | | | Communications | | |
| | | | □ Outlook | CMIS 153 | 1 Cr. |
| programs. | | | ☐ Office Administration | CMIS 270 | 4 Cr. |
| | | | ☐ Lab Science Requirement | | 4 Cr. |