

Medical Office Administration, A.A.S.

24-25 catalog

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

Full-time with summer course schedule (This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.)			
Year 1		Year 2	
Semester 1 (Fall)		Fall Semester 4	
<input type="checkbox"/> Success Skills for the 21st Century	GNST 100 3 Cr.	<input type="checkbox"/> Principles of Accounting I	ACCT 115 4 Cr.
<input type="checkbox"/> Computer Literacy (test out option available)	CMIS 101 3 Cr.	<input type="checkbox"/> Medical Insurance & Coding	AHEA 113 2.5 Cr.
<input type="checkbox"/> Introduction to Document Production	CMIS 124 3 Cr.	<input type="checkbox"/> Microcomputer Applications	CMIS 175 3 Cr.
<input type="checkbox"/> Choose 1		<input type="checkbox"/> Records Management	CMIS 190 3 Cr.
American Political System	POLI 240 3 Cr.		
United States History to 1865	HIST 250* 3 Cr.		
<i>*If student wants HIST 251, swap with communications requirement</i>			
Spring Semester 2		Spring Semester 5	
<input type="checkbox"/> Introduction to Computer Information Systems	CMIS 115 3 Cr.	<input type="checkbox"/> Business & Technical Communications	BUSN 183 3 Cr.
<input type="checkbox"/> Advanced Document Production	CMIS 224 3 Cr.	<input type="checkbox"/> Outlook	CMIS 153 1 Cr.
<input type="checkbox"/> Communication Requirement	3 Cr.	<input type="checkbox"/> Office Administration	CMIS 270 4 Cr.
<input type="checkbox"/> Mathematics Requirement	4 Cr.	<input type="checkbox"/> Lab Science Requirement	4 Cr.
Summer Session 3		Summer Session 3	
<input type="checkbox"/> Freshman English I	ENGL 100 3 Cr.	<input type="checkbox"/> Humanities Requirement	3-4 Cr.
<input type="checkbox"/> Medical Terminology	AHEA 215 3 Cr.	<input type="checkbox"/> Social Science Requirement	3 Cr.
Total Minimum Credits: 60.5			

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.

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.

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Completion Time: 2 Years

Full-time course schedule (This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.)			
Year 1		Year 2	
Semester 1 (Fall)		Fall Semester 4	
<input type="checkbox"/> Success Skills for the 21st Century	GNST 100 3 Cr.	<input type="checkbox"/> Principles of Accounting I	ACCT 115 4 Cr.
<input type="checkbox"/> Freshman English I	ENGL 100 3 Cr.	<input type="checkbox"/> Medical Insurance & Coding	AHEA 113 2.5 Cr.
<input type="checkbox"/> Computer Literacy (test out option available)	CMIS 101 3 Cr.	<input type="checkbox"/> Microcomputer Applications	CMIS 175 3 Cr.
<input type="checkbox"/> Introduction to Document Production	CMIS 124 3 Cr.	<input type="checkbox"/> Records Management	CMIS 190 3 Cr.
<input type="checkbox"/> Choose 1		<input type="checkbox"/> Humanities Requirement	3-4 Cr.
American Political System	POLI 240 3 Cr.		
United States History to 1865	HIST 250* 3 Cr.		
<i>*If student wants HIST 251, swap with communications requirement</i>			
Spring Semester 2		Spring Semester 5	
<input type="checkbox"/> Medical Terminology	AHEA 215 3 Cr.	<input type="checkbox"/> Business & Technical Communications	BUSN 183 3 Cr.
<input type="checkbox"/> Introduction to Computer Information Systems	CMIS 115 3 Cr.	<input type="checkbox"/> Outlook	CMIS 153 1 Cr.
<input type="checkbox"/> Advanced Document Production	CMIS 224 3 Cr.	<input type="checkbox"/> Office Administration	CMIS 270 4 Cr.
<input type="checkbox"/> Communication Requirement	3 Cr.	<input type="checkbox"/> Lab Science Requirement	4 Cr.
<input type="checkbox"/> Mathematics Requirement	4 Cr.	<input type="checkbox"/> Social Science Requirement	3 Cr.
Courses in italics may be taken in the summer term.		Total Minimum Credits: 60.5	

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.

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

Half-time course schedule (This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.)	
Year 1	
Fall Semester	
<input type="checkbox"/> Success Skills for the 21st Century	GNST 100 3 Cr.
<input type="checkbox"/> Computer Literacy (test out option available)	CMIS 101 3 Cr.
Spring Semester	
<input type="checkbox"/> Introduction to Computer Information Systems	CMIS 115 3 Cr.
<input type="checkbox"/> Freshman English I	ENGL 100 3 Cr.
Year 2	
Fall Semester	
<input type="checkbox"/> Introduction to Document Production	CMIS 124 3 Cr.
<input type="checkbox"/> Microcomputer Applications	CMIS 175 3 Cr.
Spring Semester	
<input type="checkbox"/> Advanced Document Production	CMIS 224 3 Cr.
<input type="checkbox"/> Medical Terminology	AHEA 215 3 Cr.
Year 3	
Fall Semester	
<input type="checkbox"/> Medical Insurance & Coding	AHEA 113 2.5 Cr.
<input type="checkbox"/> Principles of Accounting I	ACCT 115 4 Cr.
Spring Semester	
<input type="checkbox"/> Business & Technical Communications	BUSN 183 3 Cr.
<input type="checkbox"/> Mathematics Requirement	4 Cr.
Year 4	
Fall Semester	
<input type="checkbox"/> Records Management	CMIS 190 3 Cr.
<input type="checkbox"/> Choose 1	
American Political System	POLI 240 3 Cr.
United States History to 1865	HIST 250* 3 Cr.
<i>*If student wants HIST 251, swap with communications requirement</i>	
Spring Semester	
<input type="checkbox"/> Outlook	CMIS 153 1 Cr.
<input type="checkbox"/> Office Administration	CMIS 270 4 Cr.
<input type="checkbox"/> Communication Requirement	3 Cr.
Year 5	
Fall Semester	
<input type="checkbox"/> Humanities Requirement	3-4 Cr.
<input type="checkbox"/> Lab Science Requirement	4 Cr.
<input type="checkbox"/> 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: 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

Full-time spring start course schedule (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.
- Medical Terminology AHEA 215 3 Cr.
- Computer Literacy CMIS 101 3 Cr.
(test out option available)

Fall Semester

- Introduction to Computer Information Systems CMIS 115 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 HIST 250* 3 Cr.

**If student wants HIST 251, swap with communications requirement*

Year 2

Spring Semester

- Social Science Requirement 3 Cr.
- Advanced Document Production CMIS 224 3 Cr.
- Communication Requirement 3 Cr.
- Mathematics Requirement 4 Cr.

Fall Semester

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

Year 3

Spring Semester

- Business & Technical Communications BUSN 183 3 Cr.
- Outlook CMIS 153 1 Cr.
- Office Administration CMIS 270 4 Cr.
- Lab Science Requirement 4 Cr.

Total Minimum Credits: 60.5