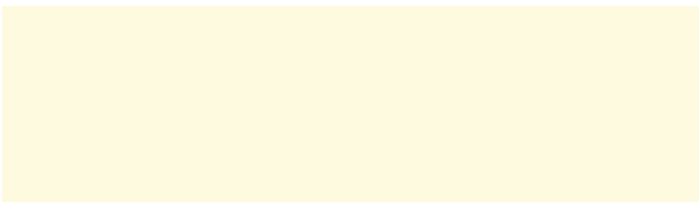




**Description:** This program prepares students who wish to specialize in medical transcription and medical office procedures for employment or advancement. A counselor should be consulted if the student plans to transfer to a four-year institution.

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



**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.



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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
<p><b>Semester 1 (Fall)</b></p> <p>q <b>General Education Requirement 1</b> GNST 100 3 Cr.</p> <p>q <b>Freshman English I</b> ENGL 100 3 Cr.</p> <p>q <b>Computer Literacy</b> CMIS 101 3 Cr. (test out option available)</p> <p>q <b>Business Communication I</b> CMIS 124 3 Cr.</p> <p>q <b>Choose 1</b></p> <p>American Political System POLI 240 3 Cr.</p> <p>United States History to 1865 HIST 250* 3 Cr.</p> <p><i>*If student wants HIST 251, swap with communications requirement</i></p>	<p><b>Fall Semester 4</b></p> <p>q <b>Business Accounting &amp; Finance</b> ACCT 115 4 Cr.</p> <p>q <b>Business Law &amp; Ethics</b> AHEA 113 2.52er.22C</p>
<p><b>Spring Semester 2</b></p> <p>q <b>Business Law &amp; Ethics</b> AHEA 215 3 Cr.</p> <p>q <b>Business Communication II</b> CMIS 115 3 Cr.</p> <p>q <b>Business Communication III</b> CMIS 224 3 Cr.</p> <p>q <b>Communication Requirement</b> 3 Cr.</p> <p>q <b>Mathematics Requirement</b> 4 Cr.</p>	
<b>Total Minimum Credits: 60.5</b>	

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**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	Year 2
<p><b>Spring Semester</b></p> <p>q. <a href="#">Introduction to Medical Transcription</a> 1 Cr. GNST 100 3 Cr.</p> <p>q. <a href="#">English I</a> ENGL 100 3 Cr.</p> <p>q. <a href="#">Medical Terminology</a> AHEA 215 3 Cr.</p> <p>q. <a href="#">Medical Office Procedures</a> CMIS 101 3 Cr. (test out option available)</p>	<p><b>Spring Semester</b></p> <p>q. <a href="#">Medical Office Procedures</a> 3 Cr.</p> <p>q. <a href="#">Medical Office Procedures</a> CMIS 224 3 Cr.</p>
<p><b>Fall Semester</b></p> <p>q. <a href="#">Medical Office Procedures</a> CMIS 115 3 Cr.</p> <p>q. <a href="#">Medical Office Procedures</a> CMIS 124 3 Cr.</p> <p>q. <a href="#">Introduction to Political Science</a> 3-4 Cr.</p> <p>q. <a href="#">American Political System</a> POLI 240 3 Cr.</p> <p>q. <a href="#">United States History to 1865</a> HIST 250* 3 Cr.</p> <p><i>*If student wants HIST 251, swap with communications requirement</i></p>	

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