

Fall 2021 Start Plan

Ashland^, New Richmond^, Rice Lake^, Superior^, Online
 ^Combination of Online, Your Choice or On Site instruction

Medical Administrative Professional - 60 Credits



Credential: Associate Degree
 Embedded Credentials
 Include: Health Office Professional, Medical Billing Specialist, and Healthcare Receptionist



Part-Time Schedule
 4 years to complete
 2-5 courses at a time



Core Courses & Elective - 42 Credits
 16-week classes
 Online or Your Choice (evening) or On Site (Day)






General Studies - 18 Credits
 8 or 16-week classes
 Days/times vary
 Online, Your Choice* or On Site options
 (some availability in summer term)

Year 1	
Fall Term	Spring Term
<p>MS Outlook 10103125 Online or Flex 1 credit - 16-Week Session</p>	<p>Medical Terminology 10501101 Online or Your Choice 3 credits - 16-Week Session</p>
<p>MS Word A 10103146 Online or Flex 1 credit - 16-Week Session</p>	<p>Medical Office Administration 10160140 Online or Your Choice 3 credits - 16-Week Session</p>
<p>Document Formatting 10106110 Online or Flex 2 credits - 16-Week Session</p>	<p>Introduction to Healthcare Documentation 10160135 Online or Your Choice 3 credits - 16 Week Session</p>
<p>Medical Office Procedures and Customer Service 10160143 Online or Flex 2 credits - 16-Week Session</p>	

Embedded Credentials

Completion of the courses marked with the triangles below result in the following individual credentials:

-  Health Office Professional Technical Diploma - 30 Cr.
-  Medical Billing Specialist Technical Diploma - 26 Cr.
-  Healthcare Receptionist Technical Diploma - 15 Cr.

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Year 2		
	Fall Term	Spring Term
CORE	MS Word B 10103147 Online or Your Choice 1 credit - 16 Week Session	MS Excel A 10103151 Online or Your Choice 1 credit - 16 Week Session
	Proofreading for the Office 10106146 Online or Your Choice 3 credits - 16 Week Session	Conflict Resolution and Confrontation Skills 10196138 Online or Your Choice 1 credit - 16 Week Session
GENERAL STUDIES	Oral/Interpersonal Communication 10801196 Online, Your Choice or On Site 3 credits - 16-Week Session	English Composition 1 10801136 Online, Your Choice or On Site 3 credits - 16-Week Session
		Math with Business Applications 10804123 Online, Your Choice or On Site 3 credits - 16-Week Session

#FitMyLife

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Year 3	
Fall Term	Spring Term
Medical Insurance Claims 10160134 Online or Your Choice 4 credits - 16 Week Session	Financial Accounting 1A 10101176 Online or Your Choice 2 credits - 16 Week Session
Medical Administrative Practice 10160145 Online or Your Choice 4 credits - 16 Week Session	Patient Billing and Reimbursement 10160142 Online or Your Choice 3 credits - 16 Week Session
	MS Excel B 10103152 Online 1 credit - 16 Week Session

CORE



Experience. Success.

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Curriculum is subject to change.

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Year 4		
	Fall Term	Spring Term
CORE	Anatomy, Physiology, and Disease Concepts 10510135 Online 2 credits - 16 Week Session	Medical Externship 10105160 Online or Your Choice 1 credit - 16 Week Session
	Elective 10XXXXXX Online, Your Choice or On Site 3 credits - 16 Week Session	Job Quest 10890116 Online or Your Choice 1 credit - 16 Week Session
GENERAL STUDIES	Introduction to Sociology or Intro to Diversity Studies 10809196 or 10809172 Online, Your Choice or On Site 3 credits - 16 Week Session	Technical Reporting 10801197 Online or Your Choice 3 credits - 16 Week Session
		Introduction to Psychology 10809198 Online, Your Choice or On Site 3 credits - 16 Week Session

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***Your Choice:** Live face-to-face experience that students can join 3 different ways: 1) anywhere with internet connection, 2) live in the classroom, 3) watch the class recording at a convenient time.