



**10-160-2 MEDICAL ADMINISTRATIVE PROFESSIONAL
31-160-1 HEALTH OFFICE PROFESSIONAL
2017-18 PROGRAM CURRICULUM CHECKLIST
(WITC-ASHLAND, NEW RICHMOND, RICE LAKE, SUPERIOR, ONLINE)**



Name/ID _____

Date _____

CATALOG NUMBER	COURSE TITLE	HRS/WK	CR	HEALTHCARE RECEPTIONIST TECHNICAL DIPLOMA <i>(30-160-2)</i>	MEDICAL BILLING SPECIALIST TECHNICAL DIPLOMA <i>(30-160-5)</i>	HEALTH OFFICE PROFESSIONAL TECHNICAL DIPLOMA	MEDICAL ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE	DATE COMPL	TRANSFER OR GRADE
FIRST TERM						Financial Aid Eligible	Financial Aid Eligible		
10103125	MS Outlook	2	1						
10103146	MS Word A	2	1						
10106110	Document Formatting	4	2						
10106132	Electronic Health Records Coreq: 10501101 Medical Terminology	1	1						
10106143	Medical Office Procedures and Customer Service Coreq: 10501101 Medical Terminology	3	2						
10106146	Proofreading for the Office	3	3						
10501101	Medical Terminology	3	3						
10801196	Oral/Interpersonal Communication	3	3						
	TERM TOTAL			16	8	16	16		
SECOND TERM									
10101176	Financial Accounting 1A	2	2						
10103147	MS Word B Coreq: 10103146 MS Word A	2	1						
10103151	MS Excel A	2	1						
10106140	Medical Office Administration Prereq: 10106143 Medical Office Procedures and Customer Service and Coreq: 10106135 Introduction to Healthcare Documentation	5	3						
10106135	Introduction to Healthcare Documentation Prereqs: 10501101 Medical Terminology and 10106110 Document Formatting OR 10103146 MS Word A and Coreq: 10103147 MS Word B	5	3						
10106165	Information Management	3	2						
10801136	English Composition 1 Prereq: Established scores on placement assessments or Coreq: 10831103 Intro to College Writing	3	3						
10804123	Math with Business Applications Prereq: Established score on placement assessment or 10834109 Pre-Algebra	3	3						
	TERM TOTAL				7	18	18		



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THIRD TERM									
10103152	MS Excel B Coreq: 10103151 MS Excel A	2	1						
10106134	Medical Insurance Claims Prereq: 10501101 Medical Terminology	4	3						
10106141	Healthcare Documentation and Editing Prereq: 10106135 Introduction to Healthcare Documentation	5	3						
10510135	Anatomy, Physiology, and Disease Concepts	3	2						
10809195 or 10809166	Economics or Introduction to Ethics: Theory and Application	3	3						
10809196 or 10809172	Introduction to Sociology or Intro to Diversity Studies	3	3						
TERM TOTAL					4		15		
FOURTH TERM									
10105115	Professional Profile	1	1						
10105160	Medical Externship Prereq: Prior to enrolling in this course, students must have successfully completed or are in good standing in all program courses and have the approval of program faculty. (Criminal background checks may be required for this course)	4	1						
10106142	Patient Billing and Reimbursement Prereq: 10106134 Medical Insurance Claims	5	3						
10801197	Technical Reporting Prereq: 10801136 English Composition 1	3	3						
10809198	Introduction to Psychology	3	3						
10890105	Job Quest	1	1						
	Elective	3	3						
TERM TOTAL							15		
PROGRAM REQUIREMENTS				16	19	34	64		



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Select the curriculum checklist based on the academic year you begin enrollment in your program.

Students admitted mid-year (January) and/or any student who takes courses out of sequence are not guaranteed course availability in all terms of the program. Enrollment in additional terms may be required to complete graduation requirements.

Please be advised that low enrollment class sections may be cancelled. You will be contacted by Student Services with information on other class sections available in alternate formats.

WITC GENERAL STUDIES COURSE OPTIONS FOR WITC ASSOCIATE DEGREE PROGRAMS

Specific General Studies courses are scheduled as requirements for this program. If you have completed General Studies coursework at another Wisconsin technical college, please refer to the Acceptable Transfer Course document at the following link (find your program) to see if your previous coursework will transfer <http://www.witc.edu/pgmpages/genstudies/curriculum.php>. If you have completed General Studies coursework at WITC in a prior term, the same options will apply for your program requirements.

ELECTIVE REQUIREMENTS: To meet the elective credit requirements for this program, you will be required to take associate degree level coursework, i.e., catalog numbers beginning with a 10 (with the exception of General College courses 10831103, 10834109, 10835103, and 10838104).

GRADUATION REQUIREMENTS: *Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements. If you do not take courses in the recommended sequence above, it may delay your completion of graduation requirements. A program plan grade point of 2.0 in a 4.0 grade system is required to graduate.*

EARN CREDIT FOR WHAT YOU ALREADY KNOW: Visit <http://www.witc.edu/academics/transfer/priorlearn.htm> for more information