TRAINING CREDENTIAL:  
MEDICAL OFFICE SPECIALIST

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 26 credits is required to complete this program.

For Gainful Employment information see reverse (print version) or page two (electronic version)

Prerequisites to Program: CIS 100 (3) Introduction to Information Systems and BIS 140 (3) Beginning Word Processing/Keyboarding OR equivalent.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH 100</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>BIS 120</td>
<td>Office Mathematics</td>
<td></td>
</tr>
<tr>
<td>BIS 142</td>
<td>Intermediate Keyboarding</td>
<td>BIS 140 OR equivalent</td>
</tr>
<tr>
<td>BIS 164</td>
<td>Business Communication I</td>
<td>Recommend concurrent enrollment in BIS 140 OR CIS 100 OR knowledge of correct keyboarding techniques.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH 112</td>
<td>Insurance Billing</td>
<td>Prerequisite: ALH 100</td>
</tr>
<tr>
<td>BIS 250</td>
<td>Records Management</td>
<td>CIS 100, BIS 140 OR equivalent</td>
</tr>
<tr>
<td>BIS 255</td>
<td>Medical Office Procedures</td>
<td>CIS 100, BIS 140</td>
</tr>
<tr>
<td>BIS 264</td>
<td>Business Communication II</td>
<td>BIS 164 OR ENG 111</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Applications with Microcomputers</td>
<td>CIS 100 with a minimum grade of “C”</td>
</tr>
</tbody>
</table>
TRAINING CREDENTIAL:
MEDICAL OFFICE SPECIALIST

GAINFUL EMPLOYMENT INFORMATION

Mid Michigan Community College
Undergraduate certificate in BIS Training Credential - Medical Office Specialist
Program Length: 30 weeks

Students graduating on time
0% of Title IV students complete the program within 30 weeks

Program Costs
- $3,810 for in-state tuition and fees
- $5,842 for out-of-state tuition and fees
- $2,203 for books and supplies
- $6,036 for off-campus room and board

Visit website for more program cost information
*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that the information is subject to change.

Students Borrowing Money
19% of students who attend this program borrow money to pay for it

The typical graduate leaves with
N/A* in debt
*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment
N/A* per month in student loans with N/A* interest rate.
*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns
not provided per year after leaving this program

Graduates who got jobs
N/A* of program graduates got jobs
*Not currently required to calculate a job placement rate for program completers

Program graduates are employed in the following fields:
Office Clerks and General Secretaries

Licensure Requirements
There are no licensure requirements for this profession in:
Michigan

Additional Information
Date: Created 8/26/2017
These disclosures are required by the U.S. Department of Education

ADDITIONAL LINKS AND INFORMATION

Occupation: Office Clerks and General Secretaries
SOC code: 43-9061.00
Occupational Profile URL: http://www.onetonline.org/link/summary/43-9061.00

To visit links referenced in the graphic, go to: