

OFFICE INFORMATION SYSTEMS

Certificates

- *Medical Billing and Coding*
- *Medical Clerk*
- *Medical Transcription*
- *Office Assistant*

Associate in Applied Science

- *Administrative Assistant*
- *Legal Secretary*
- *Medical Secretary*
- *Medical Transcription*

Partnership Programs

- *Davenport University*
- *Ferris State University*
- *Franklin University*
- *Northwood University*

See information on our partnership programs on the web at

<http://www.kirtland.edu/students/transferfrom/>

Foundation

Kirtland Community College recognizes the importance of students possessing basic academic skills in English, reading, and mathematics in order to successfully complete college-level courses. Therefore, all entry-level students are required to demonstrate their proficiency in basic academic skills, as these courses are the foundation for success in all programs. The student's advisor will indicate which of the following courses need to be taken based on ACT scores or COMPASS placement testing results. It is highly recommended that students take these courses during the first semester in order to prepare for the road ahead, as well as possibly satisfying prerequisites needed for more advanced courses. Specific courses needed may be tracked below. *Students must plan additional time to complete their program requirements if placement results demonstrate the need to begin with preparatory courses (courses numbered less than 10000).*

- ENG-10000 Writing Lab (if required)
 English: _____

- Mathematics: _____
 Reading: _____

FOR ADVISING IN THESE PROGRAMS, PLEASE CALL LISA LASHLEY (989) 275-5000, EXT 345.

MEDICAL BILLING AND CODING

Certificate of Completion (CMBC0)

Minimum Credits: 35
Contact Hours: 35-37

Introduction

The Medical Billing and Coding program provides the career education necessary to be proficient in completing insurance claims. Students learn billing and collection techniques and become proficient in assigning ICD-9-CM and CPT codes.

A program GPA of 2.0 is required for graduation. Courses consisting of modules (A, B, C) require an average grade of C+, with a minimum grade in any single module of at least a C (2.0). Additionally, all 3-credit OIS courses require a minimum grade of C+ (2.3).

Course	Title	Credits
ALH-10101	Medical Terminology	2
ALH-10801	Pathology	3
ALH-11201	Medical Ethics & Law	1
BIO-10700	Essentials of Anatomy & Physiology	4
CIS-10500	Introduction to Computers	3
ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
OIS-10401/02/03 Or OIS-18201/02/03	Keyboarding I – A/B/C Or Word Processing I – A/B/C	3
OIS-10600	Intro to Health Information Systems	3
OIS-11300	Medical Coding I	3
OIS-11500	Medical Billing and Coding	3
OIS-21300	Medical Coding II	3
OIS-24109	Internship – Medical Billing/Coding *	4

**Prerequisite for Internship: Completion of all courses required for the program, consent of advisor, and a gpa of 2.0 or better.*

Suggested sequence of courses:

Semester I

ALH-10101—Medical Terminology
ALH-11201—Medical Ethics & Law
BIO-10700—Essentials of Anatomy & Physiology
CIS-10500—Intro to Computers
ENG-10000—Writing Lab
ENG-10303—English Composition I

Semester III

OIS-21300—Medical Coding II
OIS-24109—Internship-Medical Billing & Coding

Semester II

ALH-10801—Pathology
OIS-10401/02/03—Keyboarding I—A/B/C or OIS-18201/02/03—
Word Processing I-A/B/C
OIS-10600—Intro to Health Information Systems
OIS-11300—Medical Coding I
OIS-11500—Medical Billing & Coding

For assistance with course selection, sequencing and arranging your schedule, please consult with your advisor.



MEDICAL CLERK

Certificate of Completion (CMOA1)

Minimum Credits: 36

Contact Hours: 36-39

Introduction

The Medical Clerk program is designed to train students for employment as a medical office clerk. The program emphasizes development of proficiency in administrative medical office skills including preparation of correspondence, transcription of medical dictation, billing, insurance, receptionist duties, ethics and law, and medical office procedures. Students may transfer into the Associate in Applied Science: Medical Secretary program at any time during or after completion of the certificate program.

A program GPA of 2.0 is required for graduation. Courses consisting of modules (A, B, C) require an average grade of C+, with a minimum grade in any single module of at least a C (2.0). Additionally, all 3-credit OIS courses require a minimum grade of C+ (2.3).

Course	Title	Credits
ALH-10101	Medical Terminology	2
ALH-11201	Medical Ethics & Law	1
CIS-10500	Introduction to Computers	3
ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
OIS-10500	Business Correspondence	3
OIS-10600	Intro to Health Information Systems	3
OIS-10701/02/03	Medical Office Transcription-A/B/C	3
OIS-11201 Or ACC-10600 Or ACC-12500	Business Calculations Or Fundamentals of Accounting Or Computer Accounting with QuickBooks	3-4
OIS-11500	Medical Billing and Coding	3
OIS-18201/02/03 Or OIS-11400	Word Processing I – A/B/C Or Keyboarding II	3
OIS-20500	Records Management	3
OIS-21100	Medical Office Procedures	3
OIS-24108	Internship – Medical Clerk *	3

**Prerequisite for Internship: Completion of all courses required for the program, consent of advisor, and a gpa of 2.0 or better.*

Suggested sequence of courses:

Semester I (Fall)

ALH-10101—Medical Terminology
CIS-10500—Intro to Computers
ENG-10000—Writing Lab
ENG-10303—English Composition I
OIS-10600—Intro to Health Information Systems
OIS-18201/02/03 or OIS-11400—Word Processing I-A/B/C or
Keyboarding II

Semester III (Summer)

OIS-11201 or ACC-10600 or ACC-12500—Business Calculations or
Fundamentals of Accounting or Computer Accounting w/QuickBooks
OIS-24108—Internship-Medical Clerk *

Semester II (Winter)

ALH-11201—Medical Ethics & Law
OIS-10500—Business Correspondence
OIS-10701/02/03—Medical Office Transcription-A/B/C
OIS-20500—Records Management
OIS-11500—Medical Billing & Coding
OIS-21100—Medical Office Procedures

For assistance with course selection, sequencing and arranging your schedule, please consult with your advisor.

MEDICAL SECRETARY

Associate in Applied Science (DMES1)

Minimum Credits: 62
Contact Hours: 63-70

Introduction

Medical Secretary is one of the specialized secretarial programs Kirtland offers. Graduates of this program are trained in a variety of skills that will enable them to work for physicians in either a private medical office or in various hospital settings such as medical records, the business office, or the emergency room. This program places emphasis on the development of proficiency in word processing and related computerized tasks, medical office procedures, insurance billing and coding, transcription of medical dictation for medical specialties, and administrative secretarial duties.

A program GPA of 2.0 is required for graduation. Courses consisting of modules (A, B, C) require an average grade of C+, with a minimum grade in any single module of at least a C (2.0). Additionally, all 3-credit OIS courses require a minimum grade of C+ (2.3).

Course	Title	Credits
ALH-10101	Medical Terminology	2
ALH-11201	Medical Ethics & Law	1
BIO-10700	Essentials of Anatomy & Physiology	4
CIS-10500	Introduction to Computers	3
ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
MTH-12000	Intermediate Algebra or higher	3-4
OIS-10500	Business Correspondence	3
OIS-10600	Intro to Health Information Systems	3
OIS-10701/02/03	Medical Office Transcription-A/B/C	3
OIS-11201 Or ACC-10600 Or ACC-12500	Business Calculations Or Fundamentals of Accounting Or Accounting with QuickBooks	3-4
OIS-11400	Keyboarding II	3
OIS-11500	Medical Billing & Coding	3
OIS-18201/02/03	Word Processing I- A/B/C	3
OIS-20500	Records Management	3
OIS-21100	Medical Office Procedures	3
OIS-22100	Office Pharmacology	2
OIS-22200	Word Processing II-Word	3
OIS-24103	Internship – Medical Secretary *	3
POL-10100	Intro to American Government	3
SPE-10500 Or SPE-11400	Fundamentals of Speech Or Intro to Interpersonal & Public Comm	3
	Any Humanities elective	2-4
	Any Social Science elective	3-4

**Prerequisite for Internship: Completion of all courses required for the program, consent of advisor, and a gpa of 2.0 or better.*

Suggested sequence of courses:

Semester I (Fall) ALH-10101—Medical Terminology ENG-10000—Writing Lab ENG-10303—English Composition I OIS-10600—Intro to Health Information Systems OIS-10701/02/03—Medical Office Transcription-A/B/C OIS-18201/02/03—Word Processing I-A/B/C	Semester III (Fall) MTH-12000—Intermediate Algebra or higher OIS-22200—Word Processing II-Word POL-10100—Intro to American Government SPE-10500 or SPE-11400—Fund of Speech or Interpersonal & Public Communication Humanities elective
Semester II (Winter) BIO-10700—Essentials of Anatomy & Physiology CIS-10500—Intro to Computers OIS-11400—Keyboarding II OIS-20500—Records Management	Semester IV (Winter) ALH-11201—Medical Ethics & Law OIS-11201 or ACC-10600 or ACC-12500—Business Calculations or Fund of Accounting or Accounting w/QuickBooks OIS-11500—Medical Billing & Coding OIS-21100—Medical Office Procedures OIS-22100—Office Pharmacology Social Science elective
	Semester V (Summer) OIS-10500—Business Correspondence OIS-24103—Internship –Medical Secretary

For assistance with course selection, sequencing and arranging your schedule, please consult with your advisor.

MEDICAL TRANSCRIPTION

Certificate of Completion (CMET0)

Minimum Credits: 31
Contact Hours: 32-34

Introduction

This program provides the career training necessary to transcribe physicians' dictated reports for medical records used in medical offices, hospitals, insurance companies, courts, governmental agencies and other medical-related businesses. The student will acquire a background in general office skills as well as intensive training in transcribing actual medical dictation. Students may continue in this program by pursuing the Associate in Applied Science: Medical Transcription degree.

A program GPA of 2.0 is required for graduation. Courses consisting of modules (A, B, C) require an average grade of C+, with a minimum grade in any single module of at least a C (2.0). Additionally, all 3-credit OIS courses require a minimum grade of C+ (2.3).

Course	Title	Credits
ALH-10101	Medical Terminology	2
ALH-11201	Medical Ethics & Law	1
BIO-10700	Essentials of Anatomy & Physiology	4
ENG-10000	Writing Lab (if required)	0-1
ENG-10303	English Composition I w/Computers	3
OIS-10600	Intro to Health Information Systems	3
OIS-10701/02/03	Medical Office Transcription-A/B/C	3
OIS-10800	Medical Transcription I	3
OIS-18201/02/03	Word Processing I – A/B/C	3
OIS-20600	Medical Transcription II	3
OIS-22100	Office Pharmacology	2
OIS-24106	Internship – Medical Transcription *	4

**Prerequisite for Internship: Completion of all courses required for the program, consent of advisor, and a gpa of 2.0 or better.*

Suggested sequence of courses:

Semester I

ALH-10101—Medical Terminology
ALH-11201—Medical Ethics & Law
ENG-10000—Writing Lab
ENG-10303—English Composition I
OIS-10701/01/03—Medical Office Transcription-A/B/C
OIS-18201/02/03—Word Processing I-A/B/C

Semester III

OIS-20600—Medical Transcription II
OIS-24106—Internship-Medical Transcription

Semester II

OIS-10600—Intro to Health Information Systems
BIO-10700—Essentials of Anatomy & Physiology
OIS-10800—Medical Transcription I
OIS-22100—Office Pharmacology

For assistance with course selection, sequencing and arranging your schedule, please consult with your advisor.

MEDICAL TRANSCRIPTION

Associate in Applied Science (DMET0)

Minimum Credits: 60
Contact Hours: 61-66

Introduction

This program provides the career training necessary to transcribe physicians' dictated reports for medical records used in medical offices, hospitals, insurance companies, courts, governmental agencies, and other medical-related businesses. The student will acquire a background in general office skills as well as intensive training in transcribing actual medical dictation. A student must have completed the equivalent of one year of typing and be able to type a minimum of 40 words per minute in order to enter the program.

A program GPA of 2.0 is required for graduation. Courses consisting of modules (A, B, C) require an average grade of C+, with a minimum grade in any single module of at least a C (2.0). Additionally, all 3-credit OIS courses require a minimum grade of C+ (2.3).

Course	Title	Credits
ALH-10101	Medical Terminology	2
ALH-11201	Medical Ethics & Law	1
BIO-10700	Essentials of Anatomy & Physiology	4
CIS-10500	Introduction to Computers	3
ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
MTH-12000	Intermediate Algebra or higher	3-4
OIS-10500	Business Correspondence	3
OIS-10600	Intro to Health Information Systems	3
OIS-10701/02/03	Medical Office Transcription-A/B/C	3
OIS-10800	Medical Transcription I	3
OIS-11400	Keyboarding II	3
OIS-18201/02/03	Word Processing I – A/B/C	3
OIS-20500	Records Management	3
OIS-20600	Medical Transcription II	3
OIS-20700	Medical Transcription III	3
OIS-22100	Office Pharmacology	2
OIS-24106	Internship-Medical Transcription *	4
POL-10100	Intro to American Government	3
SPE-10500 Or SPE-11400	Fundamentals of Speech Or Intro to Interpersonal & Public Comm	3
	Humanities elective	2-4
	Social Science elective	3-4

**Prerequisite for Internship: Completion of all courses required for the program, consent of advisor, and a gpa of 2.0 or better.*

Suggested sequence of courses:

<p>Semester I (Fall) ALH-10101—Medical Terminology ENG-10000—Writing Lab ENG-10303—English Composition I OIS-10600—Intro to Health Information Systems OIS-10701/02/03—Medical Office Transcription-A/B/C OIS-18201/02/03—Word Processing I-A/B/C</p>	<p>Semester III (Fall) MTH-12000—Intermediate Algebra or higher OIS-10500—Business Correspondence OIS-20600—Medical Transcription II SPE-10500 or SPE-11400—Fund of Speech or Interpersonal & Public Communication</p>
<p>Semester II (Winter) BIO-10700—Essentials of Anatomy & Physiology CIS-10500—Intro to Computers OIS-10800—Medical Transcription I OIS-11400—Keyboarding II OIS-20500—Records Management</p>	<p>Semester IV (Winter) ALH-11201—Medical Ethics & Law OIS-20700—Medical Transcription III OIS-22100—Office Pharmacology POL-10100—Intro to American Government Humanities elective Social Science elective</p>
	<p>Semester V (Summer) OIS-24106—Internship-Medical Transcription *</p>

For assistance with course selection, sequencing and arranging your schedule, please consult with your advisor.

OFFICE ASSISTANT
Certificate of Completion (COAS0)

Minimum Credits: 30
Contact Hours: 30-33

Introduction: Kirtland's Office Assistant program is designed to prepare the students with marketable skills needed for employment in office work situations where clerical and/or secretarial skills are required. All courses in this program may apply to the Associate in Applied Science degrees: Administrative Assistant, Legal Secretary, and Medical Secretary.

A program GPA of 2.0 is required for graduation. Courses consisting of modules (A, B, C) require an average grade of C+, with a minimum grade in any single module of at least a C (2.0). Additionally, all 3-credit OIS courses require a minimum grade of C+ (2.3).

The OIS elective should be determined in consultation with advisor.

Course	Title	Credits
CIS-10500	Introduction to Computers	3
ENG-10000	Writing lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
OIS-10500	Business Correspondence	3
OIS-11201 Or ACC-10600 Or ACC-12500	Business Calculations Or Fundamentals of Accounting Or Computer Accounting w/QuickBooks	3-4
OIS-11400	Keyboarding II	3
OIS-18201/02/03	Word Processing I-Word A/B/C	3
OIS-20500	Records Management	3
OIS-21400	Keyboarding III	3
OIS-22200	Word Processing II-Word	3
OIS-	OIS elective (See advisor for approval)	3

Suggested sequence of courses:

Semester I (Fall)

EMG-10000—Writing Lab
ENG-10303—English Composition I
OIS-11400—Keyboarding II
OIS-11201 or ACC-10600 or ACC-12500—Business Calculations or Fund of Accounting or Computer Accounting w/QuickBooks
OIS-18201/02/03—Word Processing I-Word A/B/C
OIS elective with advisor approval

Semester II (Winter)

CIS-10500—Intro to Computers
OIS-10500—Business Correspondence
OIS-20500—Records Management
OIS-21400—Keyboarding II
OIS-22200—Word Processing II-Word

For assistance with course selection, sequencing and arranging your schedule, please consult with your advisor.

ADMINISTRATIVE ASSISTANT

Associate in Applied Science (DADA0)

Minimum Credits: 62

Contact Hours: 64-75

Introduction

The office careers program at Kirtland includes intensive training in basic and advanced secretarial and clerical courses stressing the use of current office procedures and practices assisted by modern equipment and facilities. A variety of courses are offered to meet the needs of beginning and advanced students. This program is designed to enable graduates to obtain positions of responsibility in a variety of office situations. Students may substitute advanced courses for beginning courses with prior advisor approval.

A program GPA of 2.0 is required for graduation. Courses consisting of modules (A, B, C) require an average grade of C+, with a minimum grade in any single module of at least a C (2.0). Additionally, all 3-credit OIS courses require a minimum grade of C+ (2.3).

Course	Title	Credits
BUS-10100	Introduction to Business	3
CIS-10500	Introduction to Computers	3
CIS-17001	Microsoft Office	3
ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
MTH-12000	Intermediate Algebra or higher	3-4
OIS-10500	Business Correspondence	3
OIS-11201 Or ACC-10600 Or ACC-12500	Business Calculations Or Fundamentals of Accounting Or Computer Accounting w/QuickBooks	3-4
OIS-11400	Keyboarding II	3
OIS-18201/02/03	Word Processing I – A/B/C	3
OIS-19000	Machine Transcription	3
OIS-20500	Records Management	3
OIS-21000	Office Procedures	3
OIS-21400	Keyboarding III	3
OIS-21500	Desktop Publishing for the Office	3
OIS-22200	Word Processing II-Word	3
OIS-24101	Internship – Administrative Assistant *	3
POL-10100	Intro to American Government	3
SPE-10500 Or SPE-11400	Fundamentals of Speech Or Intro to Interpersonal & Public Comm	3
	Humanities Elective	2-4
	Science course with lab	3-5
	Social Science elective	3-4

**Prerequisite for Internship: Completion of all courses required for the program, consent of advisor, and a gpa of 2.0 or better.*

Suggested sequence of courses:

Semester I (Fall)

BUS-10100—Intro to Business
CIS-10500—Intro to Computers
ENG-10000—Writing Lab
ENG-10303—English Composition I
OIS-18201//02/03—Word Processing I-A/B/C
OIS-20500—Records Management

Semester II (Winter)

MTH-12000—Intermediate Algebra
OIS-11400—Keyboarding II
OIS-19000—Machine Transcription
OIS-22200—Word Processing II-Word

Semester III (Fall)

OIS-10500—Business Correspondence
OIS-21400—Keyboarding III
OIS-21500—Desktop Publishing for the Office
SPE-10500 or SPE-11400—Fund of Speech or Interpers/Public Comm
Humanities elective
Science elective (with lab)

Semester IV (Winter)

CIS-17001—Microsoft Office
OIS-11201 or ACC-10600 or ACC-12500—Business Calculations or Fund of Accounting or Computer Accounting w/QuickBooks
OIS-21000—Office Procedures
POL-10100—Intro to American Government
Social Science elective

Semester V (Summer)

OIS-24101—Internship-Administrative Assistant*

For assistance with course selection, sequencing and arranging your schedule, please consult with your advisor.

LEGAL SECRETARY

Associate in Applied Science (DLES1)

Minimum Credits: 64
Contact Hours: 67-75

Introduction

Kirtland's Legal Secretary program is specifically designed to educate students in the skills necessary to secure employment by attorneys, judges, corporate legal departments, or government offices where knowledge of legal terminology and procedures is required. All candidates for an Associate in Applied Science: Legal Secretary degree must complete the courses below. Students may substitute advanced courses for beginning courses with prior advisor approval.

A program GPA of 2.0 is required for graduation. Courses consisting of modules (A, B, C) require an average grade of C+, with a minimum grade in any single module of at least a C (2.0). Additionally, all 3-credit OIS courses require a minimum grade of C+ (2.3).

Course	Title	Credits
ALH-10101	Medical Terminology	2
BUS-21500	Legal Environment of Business	3
CIS-10500	Introduction to Computers	3
ENG-10000	Writing lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
MTH-12000	Intermediate Algebra or higher	3-4
OIS-10500	Business Correspondence	3
OIS-11201 Or ACC-10600 Or ACC-12500	Business Calculations Or Fundamentals of Accounting Or Computer Accounting w/QuickBooks	3-4
OIS-11400	Keyboarding II	3
OIS-17000	Legal Terminology/Transcription	3
OIS-18201/02/03	Word Processing I – A/B/C	3
OIS-19000	Machine Transcription	3
OIS-20500	Records Management	3
OIS-21400	Keyboarding III	3
OIS-21500 Or CIS-17001	Desktop Publishing for the Office Or Microsoft Office	3
OIS-22200	Word Processing II – Word	3
OIS-22500	Legal Office Procedures	3
OIS-24102	Internship – Legal Secretary *	3
POL-10100	Intro to American Government	3
SPE-10500 Or SPE-11400	Fundamentals of Speech Or Intro to Interpersonal & Public Communication	3
	Humanities Elective	2-4
	Any Science course with a lab	3-5
	Any Social Science course	3-4

**Prerequisite for Internship: Completion of all courses required for the program, consent of advisor, and a gpa of 2.0 or better.*

Suggested sequence of courses:

Semester I (Fall)

ALH-10101—Medical Terminology
CIS-10500—Intro to Computers
ENG-10000—Writing Lab
ENG-10303—English Composition I
OIS-18201/02/03—Word Processing I-A/B/C
OIS-20500—Records Management

Semester II (Winter)

OIS-11201 or ACC-10600 or ACC-12500—Business Calculations or Fund of Accounting or Computer Accounting w/QuickBooks
OIS-11400—Keyboarding II
OIS-19000—Machine Transcription
OIS-22200—Word Processing II-Word
SPE-10500 or SPE -11400—Fund of Speech of Interpers/Public Comm

Semester III (Fall)

BUS-21500—Legal Environment of Business
MTH-12000—Intermediate Algebra or higher
OIS-17000—Legal Terminology/Transcription
OIS-21500 or CIS-17001—Desktop Publishing for the Office or Microsoft Office
Humanities elective

Semester IV (Winter)

OIS-10500—Business Correspondence
OIS-22500—Legal Office Procedures
POL-10100—Intro to American Government
Science course with lab
Social Science elective

Semester V (Summer)

OIS-21400—Keyboarding III
OIS-24102—Internship-Legal Secretary

For assistance with course selection, sequencing and arranging your schedule, please consult with your advisor.