

OFFICE INFORMATION SYSTEMS

Certificates

- *Medical Billing and Coding*
- *Medical Clerk*
- *Medical Transcription*
- *Office Assistant*
- *Word Processing Specialist*

Associate in Applied Science

- *Administrative Assistant*
- *Advanced Word Processing Specialist*
- *Legal Secretary*
- *Medical Secretary*
- *Medical Transcription*

Partnership Programs

- *Davenport University*
- *Franklin University*
- *Northwood University*

See information on our partnership programs on the web at
www.kirtland.edu/partnerships/officeinfosystems.htm

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. In the certificate programs there are no English, reading, or mathematics requirements, however, 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 require them to begin with DEV courses.

ENG-10000 Writing Lab (if required)

Mathematics:

English: _____

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. The student learns billing and collection techniques. The student works to become proficient in assigned ICD-9-CM and CPT codes.

A program GPA of 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).

Course	Title	Credits
Semester I		
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/Cmptrs	3
Semester II		
ALH-10801	Pathology	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
Semester III		
OIS-21300	Medical Coding II	3
OIS-24109	Internship – Medical Billing/Coding	4

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 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).

Course	Title	Credits
Semester I (Fall)		
ALH-10101	Medical Terminology	2
CIS-10500	Introduction to Computers	3
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-18201/02/03 or OIS-11401/02/03	Word Processing I – A/B/C OR Keyboarding II-A/B/C	3
Semester II (Winter)		
ALH-11201	Medical Ethics & Law	1
OIS-10500	Business Correspondence	3
OIS-10701/02/03	Medical Office Transcription-A/B/C	3
OIS-20501/02/03	Records Management-A/B/C	3
OIS-11500	Medical Billing and Coding	3
OIS-21100	Medical Office Procedures	3
Semester III (Summer)		
OIS-11201 or ACC-10600 or ACC-12500	Business Calculations OR Fundamentals of Accounting OR Computer Accounting with QuickBooks	3-4
OIS-24108	Internship – Medical Clerk	3

MEDICAL SECRETARY

Associate in Applied Science (DMES1)

Minimum Credits: 65
Contact Hours: 66-73

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 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).

Course	Title	Credits
Semester I (Fall)		
ALH-10101	Medical Terminology	2
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-18201/02/03	Word Processing I- A/B/C	3
Semester II (Winter)		
BIO-10700	Essentials of Anatomy & Physiology	4
CIS-10500	Introduction to Computers	3
OIS-10800	Medical Transcription I	3
OIS-11401/02/03	Keyboarding II-A/B/C	3
OIS-20501/02/03	Records Management-A/B/C	3
Semester III (Fall)		
MTH-12000	Intermediate Algebra or higher	3-4
OIS-22200	Word Processing II-Word	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
Semester IV (Winter)		
ALH-11201	Medical Ethics & Law	1
OIS-11201 or ACC-10600 or ACC-12500	Business Calculations OR Fundamentals of Accounting OR Accounting with QuickBooks	3-4
OIS-11500	Medical Billing & Coding	3
OIS-21100	Medical Office Procedures	3
OIS-22100	Office Pharmacology	2
	Any Social Science	3-4
Semester V (Summer)		
OIS-10500	Business Correspondence	3
OIS-24103	Internship – Medical Secretary	3

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 business. 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 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).

Course	Title	Credits
Semester I		
ALH-10101	Medical Terminology	2
ALH-11201	Medical Ethics & Law	1
ENG-10000	Writing Lab (if required)	0-1
ENG-10303	English Composition I w/Computers	3
OIS-10701/02/03	Medical Office Transcription-A/B/C	3
OIS-18201/02/03	Word Processing I – A/B/C	3
Semester II		
ALH-10801	Pathology	3
BIO-10700	Essentials of Anatomy & Physiology	4
OIS-10800	Medical Transcription I	3
OIS-22100	Office Pharmacology	2
Semester III		
OIS-20601/02/03	Medical Transcription II – A/B/C	3
OIS-24106	Internship – Medical Transcription	3



MEDICAL TRANSCRIPTION

Associate in Applied Science (DMET0)

Minimum Credits: 63
Contact Hours: 64-70

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 program GPA of 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).

Course	Title	Credits
Semester I (Fall)		
ALH-10101	Medical Terminology	2
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-18201/02/03	Word Processing I – A/B/C	3
Semester II (Winter)		
BIO-10700	Essen of Anatomy & Physiology	4
CIS-10500	Introduction to Computers	3
OIS-10800	Medical Transcription I	3
OIS-11401/02/03	Keyboarding II-A/B/C	3
OIS-20501/02/03	Records Management-A/B/C	3
Semester III (Fall)		
MTH-12000	Intermediate Algebra or higher	3-4
OIS-10500	Business Correspondence	3
OIS-20600	Medical Transcription II	3
POL-10100	Intro to American Government	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal & Public Comm	3
Semester IV (Winter)		
ALH-10801	Pathology	3
ALH-11201	Medical Ethics & Law	1
OIS-20700	Medical Transcription III	3
OIS-22100	Office Pharmacology	2
	Humanities elective	2-4
	Social Science elective	3-4
Semester V (Summer)		
OIS-24106	Internship – Medical Transcription	3

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. With Advisor permission students may substitute more advanced courses for beginning courses listed below, depending on previous education in determining which courses satisfy the student's needs. All courses in this program may apply to the Associate in Applied Science: Administrative Assistant degree, Legal Secretary degree, Medical Secretary degree, and Advanced Word Processing degree.

A program GPA of 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).

Course	Title	Credits
Semester I (Fall)		
ENG-10000	Writing lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
OIS-10401/02/03 or OIS-11401/02/03	Keyboarding I – A/B/C OR Keyboarding II – A/B/C	3
OIS-11201 or ACC-10600 or ACC-12500	Business Calculations Fundamentals of Accounting Computer Accounting w/Quickbooks	3-4
OIS-	OIS Elective w/advisor approval	3
	General Elective w/advisor approval	3
Semester II (Winter)		
CIS-10500	Introduction to Computers	3
OIS-10500	Business Correspondence	3
OIS-11401/02/03 or OIS-21400	Keyboarding II – A/B/C OR Keyboarding III	3
OIS-	OIS elective with advisor approval	3
	General elective with advisor approval	3

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 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).

Course	Title	Credits
Semester I (Fall)		
BUS-10100	Introduction to Business	3
CIS-10500	Introduction to Computers	3
ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
OIS-18201/02/03	Word Processing I – A/B/C	3
OIS-20501/02/03	Records Management-A/B/C	3
Semester II (Winter)		
	Humanities Elective	2-4
MTH-12000	Intermediate Algebra or higher	3-4
OIS-11401/02/03	Keyboarding II - A/B/C	3
OIS-19001/02/03	Machine Transcription - A/B/C	3
OIS-22200	Word Processing II-Word	3
Semester III (Fall)		
OIS-10500	Business Correspondence	3
OIS-21400	Keyboarding III	3
OIS-21500	Desktop Publishing for the Office	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal & Public Comm	3
	Science course with lab	3-5
Semester IV (Winter)		
CIS-17001	Microsoft Office	3
OIS-11201 or ACC-10600 or ACC-12500	Business Calculations OR Fundamentals of Accounting OR Computer Accounting w/Quickbooks	3-4
OIS-21000	Office Procedures	3
POL-10100	Intro to American Government	3
	Social Science elective	3-4
Semester V (Summer)		
OIS-24101	Internship – Administrative Assistant	3

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 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).*

Course	Title	Credits
Semester I (Fall)		
ALH-10101	Medical Terminology	2
CIS-10500	Introduction to Computers	3
ENG-10000	Writing lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
OIS-18201/02/03	Word Processing I – A/B/C	3
OIS-20501/02/03	Records Management-A/B/C	3
Semester II (Winter)		
OIS-11201 or ACC-10600 or ACC-12500	Business Calculations OR Fundamentals of Accounting OR Computer Accounting w/Quickbooks	3-4
OIS-11401/02/03	Keyboarding II – A/B/C	3
OIS-19001/02/03	Machine Transcription – A/B/C	3
OIS-22200	Word Processing II – Word	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal & Public Comm	3
Semester III (Fall)		
BUS-21500	Legal Environment of Business	3
MTH-12000	Intermediate Algebra or higher	3-4
OIS-17000	Legal Terminology/Transcription	3
OIS-21500 or CIS-17001	Desktop Publishing for the Office OR Microsoft Office	3
	Humanities Elective	2-4
Semester IV (Winter)		
OIS-10500	Business Correspondence	3
OIS-22500	Legal Office Procedures	3
POL-10100	Intro to American Government	3
	Any Science course with a lab	3-5
	Any Social Science course	3-4
Semester V (Summer)		
OIS-21400	Keyboarding III	3
OIS-24102	Internship – Legal Secretary	3

WORD PROCESSING SPECIALIST

Certificate of Completion (CWPS0)

Minimum Credits: 30**Contact Hours: 30-32****Introduction**

Kirtland's Word Processing Specialist program is designed to prepare students for employment in the automated office. Jobs are available in many businesses, industries, governmental agencies, and professional offices. Students may transfer into the Advanced Word Processing program at any time during or after the certificate program and receive an Associate in Applied Science degree. *A program GPA of 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).*

Course	Title	Credits
Semester I (Fall)		
CIS-10500	Introduction to Computers	3
ENG-10000	Writing lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
OIS-11401/02/03	Keyboarding II – A/B/C	3
OIS-18201/02/03	Word Processing I – A/B/C	3
OIS-20501/02/03	Records Management-A/B/C	3
Semester II (Winter)		
CIS-17001	Microsoft Office	3
OIS-10500	Business Correspondence	3
OIS-21400	Keyboarding III	3
OIS-21500	Desktop Publishing for the Office	3
OIS-22200	Word Processing II-Word	3

ADVANCED WORD PROCESSING SPECIALIST

Associate in Applied Science (DWPS0)

Minimum Credits: 60**Contact Hours: 61-70****Introduction**

This program is designed to prepare students for the changing office. Students enrolled in this program may obtain employment as advanced word processing specialists, as word processing supervisors, and as secretaries in various business, industrial, governmental, and professional firms. *A program GPA of 2.3 is required for graduation. Additionally, all OIS courses require a minimum grade of C+ (2.3). 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).*

Course	Title	Credits
Semester I (Fall)		
CIS-10500	Introduction to Computers	3
ENG-10000	Writing lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
OIS-11201 or ACC-10600 or ACC-12500	Business Calculations OR Fundamentals of Accounting OR Computer Accounting w/Quickbooks	3-4
OIS-18201/02/03	Word Processing I – A/B/C	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal & Public Comm	3
Semester II (Winter)		
MTH-12000	Intermediate Algebra or higher	3-4
OIS-11401/02/03	Keyboarding II – A/B/C	3
OIS-19001/02/03	Machine Transcription – A/B/C	3
OIS-20501/02/03	Records Management-A/B/C	3
OIS-22200	Word Processing II – Word	3
Semester III (Fall)		
CIS-17001	Microsoft Office	3
OIS-21500	Desktop Publishing for the Office	3
POL-10100	Intro to American Government	3
	Humanities Elective	2-4
	Any Science course with a lab	3-5
Semester IV (Winter)		
OIS-10500	Business Correspondence	3
OIS-21000	Office Procedures	3
OIS-21400	Keyboarding III	3
OIS-24107	Internship – Advanced Word Processing Specialist	3
	Any Social Science course	3-4
	Electives, if needed	0-1

OFFICE INFORMATION SYSTEMS DEGREE PARTNERSHIPS

College & University Contact Information:

Davenport University Karen Aune, karen.aune@davenport.edu 989-705-3720	Kirtland Community College Don Dyer, dverd@kirtland.edu 989-275-5000, ext. 231
Franklin University Thom Leiter, leitert@franklin.edu 1-888-341-6237, ext. 6057	

See information on our partnership programs on the web at
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