

Sample Course Schedule



HI-1000: Medical Front Office Assistant & Administration - COURSE SCHEDULE

Student Name: Sample Student	Student: R12XXX
Program Start Date: 9/29/21	Estimated Program End Date: 3/2/22

This MedCerts Program is designed to be completed within a 22 week time frame with an additional period reserved for review and exam preparation. Based on your individual start date we have provided you with target benchmarks for you to use as a guide to successfully complete this course within the allotted time frame. Because of the flexibility of the program you can design a schedule that best suits your individual needs. We have established weekly targets for your program as shown below. At the end of each week, you can see how many total Lessons you should have complete, and the Target Progress Percentage that is represented by completing that number of Lessons. The program is based on you spending a combined 16-20 hours a week in a combination of video and self study time.

PROGRAM PHASE	WEEK	Week Of	Total Lessons Completed	Week Ending TARGET %
HI-1011: Medical Office Procedures and Administration	09/29/21			
Assignment: Complete 7 Lessons	1	09/29/21	7	4.8%
Assignment: Complete 6 Lessons	2	10/06/21	13	9.5%
Assignment: Complete 6 Lessons	3	10/13/21	19	14.3%
Assignment: Complete 6 Lessons	4	10/20/21	25	19.1%
MS-4000: Microsoft Office 2016 Series II	10/27/21			
Assignment: Complete 18 Lessons	5	10/27/21	43	32.4%
Assignment: Complete 18 Lessons	6	11/03/21	61	45.8%
Assignment: Complete 17 Lessons	7	11/10/21	78	59.2%
Assignment: Complete 17 Lessons	8	11/17/21	95	72.5%
HI-1014: Anatomy, Physiology & Medical Terminology	11/24/21			
Assignment: Complete 3 Lessons	9	11/24/21	98	74.1%
Assignment: Complete 2 Lessons	10	12/01/21	100	75.8%
Assignment: Complete 2 Lessons	11	12/08/21	102	77.4%
Assignment: Complete 2 Lessons	12	12/15/21	104	79.0%
Assignment: Complete 2 Lessons	13	12/22/21	106	80.6%
Assignment: Complete 2 Lessons	14	12/29/21	108	82.3%
Assignment: Complete 2 Lessons	15	1/05/22	110	83.9%
Assignment: Complete 2 Lessons	16	1/12/22	112	85.5%
HI-1015: Insurance Billing Essentials	1/19/22			
Assignment: Complete 4 Lessons	17	1/19/22	116	87.9%
Assignment: Complete 3 Lessons	18	1/26/22	119	90.3%
Assignment: Complete 3 Lessons	19	2/02/22	122	92.7%
Assignment: Complete 3 Lessons	20	2/09/22	125	95.2%
Assignment: Complete 3 Lessons	21	2/16/22	128	97.6%
Assignment: Complete 3 Lessons	22	2/23/22	131	100.0%
Due Date		3/2/22		
Post Completion Review & Exam Prep	Start	3/3/22	End	5/26/22