

MIT 217 (Medical Office Procedures) Checklist

This is a course checklist and is meant to help you guide and judge the time you spend on activities, assignments and test to ensure completion by your course end date. Your course will range in time from 16 weeks to 6 weeks depending on your start date.

	Course Item	Point Value	Est. Time Hr:min	Tentative Date of Completion (To be completed by the student)
<input type="checkbox"/>	Syllabus Quiz*	100	0:15	Course Start Date>
<input type="checkbox"/>	Course Pre-Test*	100	1:00	
MODULE 1				
<input type="checkbox"/>	Module 1 Pre-Test*	100	1:00	
<input type="checkbox"/>	Chapter 1 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 1 Homework	30	2:00	
<input type="checkbox"/>	Chapter 1 Quiz	30	2:00	
<input type="checkbox"/>	Chapter 2 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 2 Homework	30	2:00	
<input type="checkbox"/>	Chapter 2 Quiz	30	2:00	
<input type="checkbox"/>	Chapter 10 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 10 Homework	30	2:00	
<input type="checkbox"/>	Chapter 10 Quiz	30	2:00	
<input type="checkbox"/>	Module 1 Practice Test*	100	1:00	
<input type="checkbox"/>	Module 1 Post-Test (Objective)	150	1:30	
<input type="checkbox"/>	Module 1 Post-Test (Authentic Assessment)	25	1:30	
MODULE 2				
<input type="checkbox"/>	Module 2 Pre-Test*	100	1:00	
<input type="checkbox"/>	Chapter 4 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 4 Homework	30	2:00	
<input type="checkbox"/>	Chapter 4 Quiz	30	2:00	
<input type="checkbox"/>	Chapter 5 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 5 Homework	30	2:00	
<input type="checkbox"/>	Chapter 5 Quiz	30	2:00	
<input type="checkbox"/>	Chapter 7 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 7 Homework	30	2:00	
<input type="checkbox"/>	Chapter 7 Quiz	30	2:00	
<input type="checkbox"/>	Module 2 Practice Test*	100	0:30	
<input type="checkbox"/>	Module 2 Post-Test (Objective)	150	1:00	
<input type="checkbox"/>	Module 2 Post-Test (Authentic Assessment)	15	1:00	
MODULE 3				
<input type="checkbox"/>	Module 3 Pre-Test*	100	1:00	
<input type="checkbox"/>	Chapter 3 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 3 Homework	30	2:00	
<input type="checkbox"/>	Chapter 3 Quiz	30	2:00	
<input type="checkbox"/>	Chapter 6 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 6 Homework	30	2:00	
<input type="checkbox"/>	Chapter 6 Quiz	30	2:00	
<input type="checkbox"/>	Chapter 8 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 8 Homework	30	2:00	
<input type="checkbox"/>	Chapter 8 Quiz	30	2:00	
<input type="checkbox"/>	Chapter 9 Learn Smart	5	2:00	
<input type="checkbox"/>	Chapter 9 Homework	30	2:00	
<input type="checkbox"/>	Chapter 9 Quiz	30	2:00	
<input type="checkbox"/>	Module 3 Practice Test*	100	1:00	
<input type="checkbox"/>	Module 3 Post-Test (Objective)	150	1:30	
<input type="checkbox"/>	Module 3 Post-Test (Authentic Assessment)	15	1:30	
<input type="checkbox"/>	Student Evaluation of Instruction	N/A	0:30	Course End Date >

Please note that items marked with an asterisk (*) are required but are NOT calculated in the overall final course grade. Also the Credit for Prior Learning does not appear above, but if mastery is met, the CPL score is used either at the course or module level.