

Certificate Pathway

Certificate in Health Care Office Administration: Managing, Coding, and Billing – Catalog Year 2021-22

The number of credits you take each year will determine when you graduate. To graduate on time, you are strongly encouraged to enroll in at least 30 credits toward your degree during the calendar year, including fall and spring semesters and winter and summer sessions. This Certificate Pathway is designed for students who start at **ENGL-101**. An additional Certificate Pathway is available for students who must complete developmental English. Please see the website or your advisor for more information.

Courses in **Bold Text** are prerequisites for later courses or are only offered in the Fall or Spring term and should be taken where indicated in the sequence.

Fall Semester #1

Courses	Credits	Prerequisites and Corequisites ¹
ENGL-101 English Composition I	3	Prerequisite: Complete developmental requirements in English
BU-801 Typewriting/Keyboarding² or Free electives	2	None
BU-850 Fundamentals of Microsoft Windows	1	None
BU 907 Word Processing	3	None
BU-916 Medical Billing and Coding I	3	None
BU-917 Healthcare Information Management	3	None
Total credits for the term	15	

Spring Semester #1

Courses	Credits	Prerequisites and Corequisites ¹
BI-520 Public Health Science	4	Prerequisite: Complete developmental requirements in English
BU-903 Medical Office Procedures	3	Prerequisite: BU-801 or the equivalent ²
BU-812 Transcription and Dictation of Business Documents	2	Prerequisite: BU-801 or the equivalent ²
Choose three credits from: BI-150 Organization & Delivery of Health Care (2 cr.) BI-403 Medical Terminology (2 cr.) HE-101 Introduction to Health Education (1 cr.) HE-102 Health, Behavior, and Society (2 cr.) HE-110 Cardiopulmonary Resuscitation (1 cr.) PHIL-140 Medical Ethics (3 cr.)	3	Prerequisite for BI-150, BI-403, HE-101, HE-102, and HE-110: None Prerequisite for PHIL-140: Complete developmental requirements in English
Business Elective	3	Check individual courses prerequisites and co-requisites
Total credits for the term	15	
Total Credits Required for the Certificate	30	



Notes:

1. Prerequisites for a course must be passed before taking the course. Corequisites must be passed before taking the course or taken in the same term as the course.
2. Any keyboarding/typewriting course that was taken at another institution must be evaluated and approved by a full-time member of the Office Administration and Technology (Business Department) faculty. Students who have had previous training in typewriting/keyboarding may also receive 2 credits for BU-801 through Credit by Exam, see the Business Department for details.

All students must complete two (2) WI designated classes to fulfill degree requirements.