

## 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 certificate during the calendar year, including fall and spring semesters and winter and summer sessions. This Certificate Pathway is designed for students who place into **developmental English**. An additional Certificate Pathway is available for students who start at ENGL-101. Please see the website or your advisor for more information.

Courses in **Bold Text** are prerequisites for later courses and should be taken where indicated in the sequence.

#### Fall Semester #1

Courses	Credits	Prerequisites and Corequisites <sup>1</sup>
<b>ENGL-101 English Composition I</b>	3	Pre/corequisite: Must satisfy developmental requirement in English or be co-enrolled in BE-102
<b>ENGL-99 Developing Competence in College Reading, Writing, &amp; Study Skills</b>	0 (4 eq.)	Corequisite: ENGL-101
<b>BU-801 Typewriting/Keyboarding<sup>2</sup></b> 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
<b>Total credits for semester</b>	<b>12 + 4 eq</b>	

#### Spring Semester #1

Courses	Credits	Prerequisites and Corequisites <sup>1</sup>
BU-903 Medical Office Procedures	3	Prerequisite: BU-801 or the equivalent <sup>2</sup>
BU-812 Transcription and Dictation of Business Documents	2	Prerequisite: BU-801 or the equivalent <sup>2</sup>
BU-917 Healthcare Information Management	3	None
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
<b>Total credits for semester</b>	<b>14</b>	

## Summer Session

Courses	Credits	Prerequisites and Corequisites <sup>1</sup>
BI-520 Public Health Science	4	Prerequisite: Complete developmental requirements in English
<b>Total credits for semester</b>	<b>4</b>	
<b>Total Credits Required for the Certificate</b>	<b>30</b>	

## 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.