

CAREER & TECHNICAL EDUCATION CERTIFICATE
BUSINESS: Medical Coding Associate

PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS

Student Name _____ Advisor _____ Ext: _____

Aims # _____ Evaluator _____ Date: _____

<u>Course Number</u>	<u>Requirements</u>	<u>Required Credits</u>	<u>Term</u>	<u>Transfer Credits</u>	<u>Taken</u>	<u>Needs</u>
BTE 155	Word Processing Techniques I	3	_____	_____	_____	_____
BTE 167	Business Editing Skills II	3	_____	_____	_____	_____
BUS 217	Business Communication and Report Writing	3	_____	_____	_____	_____
HPR 100	Introduction to Health	3	_____	_____	_____	_____
HPR 106	Law and Ethics for Health Professions	2	_____	_____	_____	_____
HPR 178	Seminar: Medical Terminology	3	_____	_____	_____	_____
MOT 110	Medical Office Administration	4	_____	_____	_____	_____
MOT 120	Medical Office Financial Management	3	_____	_____	_____	_____
MOT 129	Survey of Sciences for Medical Office Administration	3	_____	_____	_____	_____
MOT 130	Insurance Billing and Coding	3	_____	_____	_____	_____
TOTAL CREDITS FOR CERTIFICATE		30				