

## GUIDED PATHWAY

The following sequence is the suggested pathway to complete the degree in two years. This sequence is based on satisfaction of all basic skills requirements and prerequisites and presumes a fall start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your academic advisor for other options and to monitor your progress.

**Program Name:** Medical Billing and Coding Certificate

**Program Student Learning Outcomes (SLOs):**

1. Perform administrative tasks required for medical billing and coding (1,2,3,4,5,6)
2. Effectively utilize technology required to complete job tasks (2,3,5,6)
3. Utilize accurate decision-making skills to communicate, apply critical thinking, analyze, and problem-solve. (2,3,5,6)
4. Conduct one's self to the professional standard in the healthcare setting (1,2,3,4,5,6)

Courses – Asterisk (*) indicates required program courses	AGEC course?	Terms	Credits
---	--------------	-------	---------

**First Semester: Fall**

HES 113*		F, SP, SU	3
BIO 160 or HES 129*		F, SP, SU	4

**Second Semester: Spring**

MEA 130*		F, SP	3
MEA 131*		F, SP	3
MEA 100*		F, SP, SU	3

**Third Semester: Summer**

MEA 141*		F, SP, SU	3
MEA 116*		F, SP	3

**Key:**

SP= Spring

F= Fall

SU= Summer

1. Aesthetic Sensibilities: An awareness of creative expression in the world around us.
2. Communication Skills: The ability to effectively convey meaning through various media on both personal and professional levels.
3. Critical Thinking Skills and Problem-Solving: The ability to analyze data and arrive at logical and defensible conclusions.
4. Cultural Diversity and Global Awareness: An appreciation of relationships and differences in values, customs, and norms of diverse global communities.
5. Techniques of Inquiry: Use of standardized methodological framework to collect, analyze, interpret, and present findings.
6. Technological Competency: A proficiency in evolving technology to compete and flourish in society.

**Total credits**

**25**

**\*\*terms not guaranteed**

Course Options:

Students who have already completed BIO 201 and BIO 202 are not required to take BIO 160 or HES 129. BIO 201, 202 can be substituted for BIO 160 or HES 129 as it is a higher-level A&P Course