

Business Office Technology - Medical Billing/Coding

CERTIFICATE OF ACHIEVEMENT

Term Effective: Fall 2003

	Units
Bus. Off. Tech. 70 Business English	3
Bus. Off. Tech. 100, or 101, or 102, Typing	3
Bus. Off. Tech. 110 Business Calculators	1
Bus. Off. Tech. 120 Word Processing I on a Microcomputer	1.5
Bus. Off. Tech. 121 Word Processing II on a Microcomputer	1.5
Bus. Off. Tech. 140 Office Procedures	3
Bus. Off. Tech. 144 Records and Database Management	2
Bus. Off. Tech. 170 Written Communication for Business	3
Bio. Sciences 202 Human Biology	3
Bus. Off. Tech. 50 Medical Terminology	3
Bus. Off. Tech. 53 Medical Coding, CPT-4	2
Bus. Off. Tech. 54 Medical Coding, ICD-9-CM	2
Bus. Off. Tech. 56 Directed Practice, Medical Coding	2
Bus. Off. Tech. 57 Medical Billing/Office Procedures	3
Bus. Off. Tech. 58 Advanced Medical Coding	2

Total units required for Certificate 35