

MEDICAL CODING AND BILLING

Certificate of Proficiency - Level One

CERT1. MDCB
CERT1.MDCB.27
Fall 2008-Spring 2009

Applied Business Technology
College of Applied Technology and General Studies
UTB-TSC

Student _____ ID# _____ Date _____

E-mail _____ Signature _____

Academic or Faculty Advisor _____ Date _____

FIRST SEMESTER

			HRS	GR	SEM
POFT	1329	Beginning Keyboarding	3		
POFT	1301	Business English	3	†	
POFT	1313	Professional Development for Office Personnel	3		
ITSW	1301	Introduction to Word Processing ¹	3		
HITT	1305	Medical Terminology I	3		

SECOND SEMESTER

POFT	1319	Records and Information Management I	3		
POFM	1309	Medical Office Procedures	3		
POFM	1300	Medical Coding Basics	3		
HITT	1301	Health Data Content and Structure	3		
ITSW	1304	Introduction to Spreadsheets	3		

THIRD SEMESTER

POFM	2310	Intermediate Medical Coding	3		
POFM	2380	Cooperative Education (Capstone) ²	3	†	
MDCA	1343	Medical Insurance	3		
TOTAL CREDIT HOURS FOR GRADUATION			39		

Please review the requirements listed on this page. Once you have read them, please show your agreement by completing the signature portion at the top.

This degree is active for six(6) years from the Catalog year above. Non-completion may require updating to an active degree. Developmental courses may be recommended based on test scores. All students must comply with Texas Success Initiatives (TSI) requirements.

† Grade of "C" or better is required for graduation

¹ Keyboarding proficiency is required. Students may be advised to take Beginning Keyboarding (POFT 1329)

² Co-op Prerequisite: Approval of Department Chair or Co-op Coordinator