

One Year Certificate is awarded to students who satisfy the following requirement:

Courses	Cr.	Qtr.	Gr.
Communication Skills			
WR 121- English Comp			
Oral Communication			
SP 219 Small Group Discussion OR BA 214 Business Communications			
Computation Skills			
BA 104 – Business Math OR (MATH 60 – Beginning Algebra I) or higher			
Human Relations			
BA 204 – Teamwork Dynamics			
Year 1			
Fall			
GSCI 161 - Medical Terminology I	3		
OA 120 – Business Editing	3		
WR 121 – English Comp	4		
BA 131- Intro to Business Comp.	4		
SP 219 Small Group Discussion OR BA 214 Business Communications	3		
Winter			
MREC 210 – Medical Billing I	3		
MREC 116 – Medical Office Procedures	3		
BT 221 – Word Processing I	3		
BT 210 - Email & Productivity App	2		
BT 105 - Presentation Applications	1		
BA 204 – Teamwork Dynamics	3		
Spring			
MREC 211 – Medical Billing II	3		
OA 240 – Records Management	3		
BT 232 – Spreadsheet Applications	4		
BT 222 – Word Processing II	3		
BA 104 Business Math OR Math 60 Beginning Algebra OR higher	4		
Total Credits:	49		

- Student must complete all courses with a minimum GPA of 2.0 in order to graduate with a One Year Certificate.
- BA 131/CS 101 is highly recommended to be taken during the first term for this degree.
- An application for graduation must be filled out one term in advance of final term.

Billing & Coding Tech Career Pathway Certificate (15 credits)

- GSCI 161 – Medical Terminology I (3 cr.)
- MREC 210 – Medical Billing I (3 cr.)
- MREC 116 – Medical Office Procedures (3cr.)
- MREC 211 – Medical Billing II (3cr.)
- BT 221 – Word Processing I (3 cr.)