

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

Courses	Cr.	Qtr.	Gr.
<b>Communication Skills</b>			
WR 121- English Comp			
<b>Oral Communication</b>			
SP 219 Small Group Discussion OR BA 214 Business Communications			
<b>Computation Skills</b>			
BA 104 – Business Math OR (MATH 60 – Beginning Algebra I) or higher			
<b>Human Relations</b>			
BA 204 – Teamwork Dynamics			
<b>Year 1</b>			
<b>Fall</b>			
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		
<b>Winter</b>			
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		
<b>Spring</b>			
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		
<b>Total Credits:</b>	49		

- All MA courses must be completed with a C+ or higher
- All other courses must be completed and have an average GPA of 2.0 or better.
- BA 131/CS 101 is highly recommended to be taken during the first term for this degree.
- Must pass a background and drug test prior to MA 118 and MA 119
- 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.)