

Medical Billing Clerk

Technical Certificate

MB21

Curriculum

Occupational Courses	22
Required Courses:	12
COMP 1000 Introduction to Computer Literacy (3)	
ALHS 1090 Medical Terminology (2)	
BUSN 1440 Document Production (4)	
BUSN 2370 Healthcare Coding (3)	
 <i>Select ONE of the following courses:</i>	4
ALHS 1010 Introduction to Anatomy and Physiology (4)	
ALHS 1011 structure and Function of the Human Body (5)	
 <i>Select TWO of the following BUSN elective courses:</i>	6
BUSN 1100 Introduction to Keyboarding (3)	
BUSN 1180 Computer Graphics and Design (3)	
BUSN 1230 Legal Terminology (3)	
BUSN 1250 Records Management (3)	
BUSN 1310 Introduction to Business Culture (3)	
BUSN 1320 Business Interaction Skills (3)	
BUSN 1330 Personal Effectiveness (3)	
BUSN 1340 Customer Service Effectiveness (3)	
BUSN 2170 Web Page Design (2)	
BUSN 2220 Legal Administrative Procedures (3)	
BUSN 2230 Office Management (3)	
BUSN 2240 Business Administrative Assistant Internship I (4)	
BUSN 2250 Business Administrative Assistant Internship II (6)	
 Total Credit Hour (minimum):	 22