

This Academic Map is a term-by-term Academic Graduation Plan course schedule outline for students who plan to start the program in the FALL semester. The milestones listed to the right of each class are designed to keep you on course to graduate in 5 semesters. This Academic Map serves as a general guideline to help you have a Full-time schedule each term and complete the program(s) as intended. The Health Information Management (HIM) courses, Health (HTH) courses & General Education Requirements, must be completed to satisfy all the program requirements unless you have these requirements successfully transferred in from another college as Transfer Credit or the student successfully completes and passes the equivalent Challenge Exam. Students are only allowed to transfer in or challenge out of a total of 1/2 their course work required for graduating the program. Milestones are courses and special requirements necessary for timely progress to complete the program. Missing milestones will result in one of two types of map registration stops. The first level (Academic Probation) is when a student has missed a milestone (course failed and/or GPA not met) for the first time in the major. If a student is in non-compliance with milestones for two (2) consecutive semesters, a student will receive an (Academic Dismissal Letter) from the Academic Affairs Office and a student is automatically dropped from the program, and cannot return for a minimum of at least 1 semester.

FALL- DUAL MAJORS: FOH- CAREER TRACK & MEDICAL BILLING & CODING CERTIFICATE- 5 SEMESTERS WI SUMMER:

PTA SEMESTER- MAINLY PRE-REQS (If Needed)	Credit\$	Milestones	Completed
HTH 114: Medical Terminology	3	Complete HTH 114: Medical Terminology Pre-req with a C or better/ Complete required course for M043 Certificate/ M080 Associate's Degree	
ENG 095: Pre-College English 2	3	Complete ENG 095: Pre-College English 2 Pre-req with a C or better <u>OR</u> take & pass the ENG 101 Placement Test (Both Reading & Sentence Skills Sections) to be deemed ENG 101 Eligible	
MTH 095: Pre-College Math 3	3	Complete MTH 095: Pre-College Math 3 Pre-Req with a C or better <u>OR</u> take and pass the MTH 104 Placement Test to be deemed MTH 104 Eligible	
HTH 101: Introduction to Health Careers	3	Complete required course for M080 Associate's Degree	
Total Credits	3-12	Complete Pre-Req requirements for entry into M043 & M080 programs/Submit their Official Transcripts & General Application to Admissions/Student Records Office declaring M043 as their major	

FALL SEMESTER	Cr-edits	Milestones	Completed
HIM 103: Introduction to Health Information Management	2	Complete required course for M043 Certificate	
HIM 104: Health Insurance Reimbursement & Computerized Billing	4	Complete required course for M043 Certificate	
BIO 111: Human Biology	4	Complete equivalent course for M043 Certificate/Complete 1 st Lab Science Required course for General Education Requirement for M080 Degree	
BUS 115: Computer Applications	3	Complete required course for M080 Associate's Degree	
Total Credits	13	Have Becky Lewis, FOH Dept. Chair submit pre-approved General Exception to Graduation Waiver for M043 students for HTH 130: Pharm for Health Careers Program Requirement for MOSO Degree	

Credits	Credits	Milestones	Completed
HIM 106: Electronic Health Records	3	Complete required course for M043 Certificate	
HIM 220: Diagnosis Coding	3	Complete required course for M043 Certificate	
HIM 221: Procedure Coding	3	Complete required course for M043 Certificate	
SPA 111: Spanish for Health Careers	3	Complete required course for M080 Associate's Degree	
Total Credits	12	Eligible to sit for CBCS, NCICS & CEHRS Certification Exams	

SUMMER SEMESTER	Credits	Milestones	Completed
HIM 108: Healthcare Documentation	1	Complete required course for M043 Certificate/ Eligible to sit for RHDS/CHDS Certification Exams	
HIM 288: Medical Billing & Coding Practicum	3	Complete required course for M043 Certificate/ Eligible to sit for CPB, CCA & CPC Certification Exams	
PSY 110: Introduction to Psychology	3	Complete required course for M080 Associate's Degree/Complete Social Science# 1 General Education Requirement for M080 Degree	
Total Credits	7	Test for Certification Exams during this semester prior to graduation	
TOTAL PROGRAM CREDITS TO GRADUATE MEDICAL BILLING & CODING CERTIFICATE:	26	Graduate - Medical Billing & Coding Certificate Program (M043)	

Milestones

f.ALL SEMESTER	Credits	Milestones	Completed
		Complete required course for M080 Associate's Degree	
GRT 110: Introduction to the Study of Aging	3		
SOC 110: Introduction to Sociology	3	Complete required course for M080 Associate's Degree/Complete Social Science# 2 General Education Requirement for M080 Degree	
ENG 104: College Level English 1 & 2 Combined	6	Complete required course for M080 Associate's Degree/ Complete English#'s 1 & 2 General Education Requirements for M080 Degree	
PSY 216: Human Development	3	Complete required course for M080 Associate's Degree/ Complete Social Science# 3 General Education Requirement for M080 Degree	
Total Credits	15		

SPRING SEMESTER	Credits	Milestones	Completed
MTH 142: Statistics <u>OR</u> MTH 104: College Algebra	3-4	Complete required course for M080 Associate's Degree/ Complete Math General Education Requirement for M080 Degree	
HTH 210: Field Experience	6	Complete required course for M080 Associate's Degree	
BIO 107: General Biology 1- Introduction to Cell Functions	4	Complete required course for M080 Associate's Degree/ Complete 2"d Science Lab class General Education requirement for M080 Degree	
TOTAL CREDITS:	13-14		
TOTAL PROGRAM CREDITS to GRADUATE FROM FOH-CAREER TRACK DEGREE	66-67	GRADUATE FOH-CAREER TRACK ASSOCIATE OF SCIENCE DEGREE	

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