

**HEALTH SERVICES MANAGEMENT
HEALTH INFORMATION TECHNOLOGY
CERTIFICATE OF COMPLETION
Advising Worksheet 2010-2011**

Student _____
Student ID _____

Advisor _____
Bldg/Rm _____ Phone _____

Based on Placement Tests, pre-program course requirements may include one or more of the following:

AH115	Healthcare Career Success Strategies	CA121A	Keyboarding A
CIS101	Introduction to Microcomputer Applications	MTH060	Introductory Algebra
RD090	College Textbook Reading	WR115	Introduction to Composition

COURSE REQUIREMENTS

Course No.	Course Title	Cr Hrs	Term Generally Offered	Hours Earned	F	W	Sp	Su
Term 1								
BI171 or BI231	Intro to Human Anatomy & Physiology 1 or Human Anatomy and Physiology	3 (4)	F W F W Sp (Su as needed)					
HM101	Medical Law and Ethics	3	F W Sp Su					
HM105 or FE205B	Professional Development A or Resumes and Job Search Correspondence	1 (1)	F F W Sp Su					
HM110	Health Information Systems Procedures 1	4	F					
HM120	Medical Terminology 1	3	F W Sp Su					
WR121	English Composition-Exposition (or higher)	4	F W Sp Su					
	Total Term 1 Credit Hours	18						
Term 2								
BI172 or BI232	Intro to Human Anatomy & Physiology 2 or Human Anatomy and Physiology	3 (4)	W Sp F W Sp (Su as needed)					
HM106 or FE205C	Professional Development B or Interviewing for Success	1 (1)	W F W Sp Su					
HM112	Health Information Systems Procedures 2	4	W					
HM113	Medical Insurance Billing	3	W					
HM115	ICD-9-CM Coding/Reimbursement	3	W					
HM121	Medical Terminology 2	3	F W Sp Su					
	Total Term 2 Credit Hours	17						

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COURSE REQUIREMENTS CONTINUED

Course No.	Course Title	Cr Hrs	Term Generally Offered	Hours Earned	F	W	Sp	Su
Term 3								
HM114	CPT-IV Coding/Reimbursement	3	Sp					
HM122	Medical Terminology 3/Human Diseases	3	F W Sp Su					
HM130	Health Information Technology Practicum	5	F Sp					
HM131	Health Information Technology Seminar	1	F Sp					
PSY101	Psychology of Human Relations (or higher)	4	F W Sp Su					
	Total Term 3 Credit Hours	16						
TOTAL HOURS		51						
