**Mission Statement**
The Computer Technologies Department is committed to student success. We address the disparate and constantly changing needs of students throughout the GBC service area who are preparing for technology-driven careers by improving our methods, techniques, and content to deliver high-quality educational experiences.

<table>
<thead>
<tr>
<th>Certificate of Achievement</th>
<th>Emphases in the Computer Technologies Associate Degrees</th>
<th>Bachelor Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One Year</strong></td>
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<tr>
<td>AAS-CT - Computer Programming</td>
<td></td>
<td>BAS - Digital Information Technology</td>
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<tr>
<td>AAS-CT - Network Specialist</td>
<td></td>
<td>or BAS - Management and Supervision Emphasis</td>
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<tr>
<td>Office Technology</td>
<td>AAS-CT - Office Technology</td>
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</tr>
<tr>
<td>Graphic Communications</td>
<td>AAS-CT - Graphic Communications</td>
<td>BAS - Digital Information Technology</td>
</tr>
<tr>
<td></td>
<td>AA Pattern of Study - Graphic Communications</td>
<td>or BAS - Management and Supervision Emphasis</td>
</tr>
<tr>
<td>Medical Coding and Billing</td>
<td>The non-MCOD classes taken for the Medical Coding and Billing Certificate apply to an Associate Degree</td>
<td>BAS - Land Surveying/Geomatics</td>
</tr>
</tbody>
</table>

**Associate of Applied Science**
Certificate of Achievement — Medical Coding and Billing

Professional Skills and Career Paths
Medical Coding and Billing online training program prepares you to fill positions as medical coding and billing professionals.

Student Learning Outcomes
Graduates of this certificate program will have the knowledge and skills to:
• Apply rules of grammar, punctuation, and spelling while using medical terms correctly.
• Identify ICD-10 and basic claims processes for medical insurance and third-party reimbursements and how to manually file claims using the CPT and ICD-10 manuals.
• Knowledge in finding the service and codes using the CPT, ICD-10 and HCPCS manuals.
• Recognize the common types of medical insurance and computerized medical billing systems.

General Education Requirements Credits
English/Communications................................................... 3
ENG 100 or 101, or ENG 103
Human Relations .............................................................. 3
COT 240 Executive Office Procedures
(three-credit course includes a computation component)

Program Requirements Credits
MCOD 110 Introduction to Medical Coding and Billing...................... 3
MCOD 120 Medical Terminology and Healthcare Environment........... 3
MCOD 130 Introduction to Anatomy, Pathophysiology, Disease Processes, and Pharmacology .......... 5
MCOD 140 Healthcare Structure and Medical Record Content................... 3
MCOD 200 Introduction to Diagnostic Coding .............. 3
MCOD 210 Exploring Reimbursement and Procedural Coding and Billing ......... 5
MCOD 220 Skill Building for Outpatient Coding ......... 6

Program requirements must be met with an average minimum score of 85% or higher for the total program.

SUGGESTED COURSE SEQUENCE
Certificate of Achievement—Medical Coding and Billing

FALL—1st Semester Credits
ENG 100 or 101, or ENG 103 3
MCOD 110 3
MCOD 120 5
MCOD 130 3
MCOD 140 3
TOTAL 17

SPRING—2nd Semester Credits
COT 240 3
MCOD 200 3
MCOD 210 5
MCOD 220 6
TOTAL 17

Minimum Credits: 34

Students should contact the Program Coordinator for information regarding admission to the program.