

Computer Technologies

Associate of Applied Science

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.

Certificate of Achievement <i>One Year</i>	Emphases in the Computer Technologies Associate Degrees <i>Two Years</i>	Bachelor Degrees <i>Four Years</i>
	AAS-CT - Computer Programming AAS-CT - Network Specialist	BAS - Digital Information Technology or BAS - Management and Supervision Emphasis
Office Technology	AAS-CT - Office Technology	
Graphic Communications	AAS-CT - Graphic Communications AA Pattern of Study - Graphic Communications AAS-CT - Web Development	BAS - Graphic Communications or BAS - Digital Information Technology or BAS-Management and Supervision Emphasis
	AS - Land Surveying	BAS - Land Surveying/Geomatics
Medical Coding and Billing	<i>The non-MCOD classes taken for the Medical Coding and Billing Certificate apply toward an Associate Degree</i>	

Computer Technologies

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.