



## Medical Billing and Coding Certificate of Achievement

### **Program Requirements:**

"Program Requirements" specify the courses required for this program. See suggested course sequence for additional information.

### Suggested Course Sequence

The "Suggested Course Sequence" is an example of how to complete the requirements plus any additional general education that may be needed. If you would like to create a personalized Student Education Plan (SEP), schedule a meeting with a counselor.

#### FALL SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> MA 305	Body Systems and Disease	5
<input type="checkbox"/> MA 352	MA Administrative Procedures	4
<b>Total Units</b>		<b>9.0</b>

##### Tasks:

- Complete Career Exploration
- Meet with Counselor (SEP)
- Visit library and tutoring
- Review Financial Aid Requirements
- Apply AHC Scholarship

#### SPRING SEMESTER (YEAR 1)

Course	Title	Units
<input type="checkbox"/> MB 360	Medical Billing and Insurance	4
<input type="checkbox"/> MB 361	Coding for Medical Insurance	3
<b>Total Units</b>		<b>7.0</b>

##### Tasks:

- Set up Jobspeaker
- Attend Career Exploration Day
- Apply for Certificate with Counseling
- FAFSA or Dream Act due March 2
- Apply AHC Scholarship
- Utilize Job Search Resources