



PVCC CURRICULUM SHEET 2019-2020

**Medical Administrative Support Assistant
 Career Studies Certificate**
 Code: 221-152-10

Student Name: _____ Student ID Number: _____

DEVELOPMENTAL COURSES (IF APPLICABLE)	REQUIRED COURSES	COURSE DESCRIPTION	CREDITS	PLAN TO TAKE	GRADE
	HLT 141	Introduction to Medical Terminology	2		
	ITE 119	Information Literacy	3		
	AST 243	Office Administration I	3		
	HIM 226	Legal Aspects of Health Record Documentation	2		
	HIM 106	International Classification of Diseases I	2		
	HIM 196	On-Site Training	1		
		Technical Elective ¹	3		

Total Minimum Credits to Complete the Career Studies Certificate in Patient Admission Coordinator = 16

¹ Technical Electives Include:
 ITE 215 Advanced Computer Applications – 4 credits
 AST 242 Medical Insurance and Coding – 3 credits