



PVCC CURRICULUM SHEET 2020-2021

**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

¹Technical Electives Include:

ITE 215 Advanced Computer Applications – 4 credits

AST 242 Medical Insurance and Coding – 3 credits