



Career Studies include variable length programs for students. Options amount to the equivalent of one or more semesters of full-time community college work (9-29 credits).

To be admitted to a Career Studies Certificate Program, one must meet the general requirements for admission to the College. Some courses may require prerequisites or demonstrated entry-level proficiency.

Career Studies (221-285-73)

Medical Records Technician

		<i>Lec</i>	<i>Lab</i>	<i>Crse</i>
		<i>Hrs.</i>	<i>Hrs.</i>	<i>Cr.</i>
HIM 111	Medical Terminology	3	0	3
HIM 130	Healthcare Info Systems	3	0	3
HIM 150	Health Records Mgmt	3	0	3
HIM 226	Legal Aspects of Health Record Documentation	2	0	2
HIM 230	Information Systems & Tech in Health Care	3	0	3
HIM 233	Elect Hlth Records Mgmt	3	0	3
SDV 101	Orien to Business Prog or 107Career Education (Incumbent Workers)	1	0	1
ELECTIVES **				
(Choose 9 credits from the approved electives)				
AST 117	Keyboarding for Computer Use	1	0	1
BUS 106	Secur Awareness for Mngrs	3	0	3
BUS 211	Managing Tech Resources	3	0	3
HIM 101	Health Info Tech I	4	0	4
HIM 112	Medical Terminology II	3	0	3
HIM 229	Perfor Imp in Hlth Care Set	2	0	2
ITE 182	User Support/Help Desk Prin	3	0	3
Total				27

27 credits required to graduate

** Students should consult with their advisor to select from the approved electives for a total of 9 credits.

Faculty Contacts

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Location: Phillips Taylor Hall