

## **Health Care Office Specialist-Certificate(2024-25 Catalog)**

NORTHAMPTON

Developmental Education Courses (if required)				
	ACLS050	Introduction to Academic Literacy		
	ENGL027	Writing Skills Workshop		

Placement in English and/or Mathematics must first be determined by <u>official</u> transcripts and/or placement testing. Developmental education courses are only taken if needed based on a student's placement; these courses would be in addition to the courses outlined below. Developmental education courses may extend the timeline to degree completion.

Transferring credits into NCC: Official transcripts are required; awarded credit will appear in Workday's Academic Progress.

	complete	Course #	Course Title	Credits	Prerequisites / Corequisites
ter 1		COLS101	College Success	1	Exempt: COLS150 or 12+ transfer credits & 2.0 GPA
		ENGL101	English I	3	PRE: ENGL Placement Policy
		HCOA177	Health Information Technology	3	
Semester		BIOS130	Basics of Human Anatomy & Physiology	4	
Š		HCOA154	Medical Terminology	3	
			Total Semester Credits:	14	
Semester 2		CISC101	Introduction to Information Technology	3	
		HCOA172	Health Insurance Basics	3	PRE: HCOA154
		HCOA175	ICD-10-CM/PCS Coding Methodologies	3	PRE: HCOA154
		HCOA176	CPT Coding Methodology	3	PRE: HCOA154
			Total Semester Credits:	12	
Semester 3		BUSA226	Human Resources Management	3	PRE: ENGL101
		HCOA240*	Medical Office Management Practices	3	PRE: HCOA154
		HCOA 276*	Diversity & Cultural Competency in Healthcare	2	
		HCOA 275*	Capstone Simulation for Coding	2	PRE: HCOA 175 and HCOA 176
			Total Semester Credits:	10	
	Total Degree Credits				

## **Program Notes:**

Students should take HCOA154 Medical Terminology in their first semester.

Students should take HCOA175 ICD-10-CM/PCS Coding Methodologies & HCOA176 CPT Coding Methodology in their second semester.

\*HCOA 276 Diversity & Cultural Competency in Healthcare is currently offered in the spring only.

\*HCOA240 Medical Office Management Practices & \*HCOA275 Capstone Simulation for Coding are only offered in fall and spring semesters.

\*It is the student's responsibility to be knowledgeable of NCC graduation requirements and, if applicable, to verify transfer requirements with the 4-year institution. Courses listed on the program map are based upon the assumption that prerequisites and courses taken in previous semesters will be successfully completed.