**Revised 10/16/2008**

**Developmental Studies Courses**
(no credits awarded for these courses)

Put a check in the box to the left of those Developmental Courses which are needed. The blank is for indicating the semester in which you plan to take the course.

- ESL 12 English as a Second Language: Composition I
- ESL 13 English as a Second Language: Composition I
- ENG 1 Preparing for College Writing I
- ENG 3 Preparing for College Writing II
- ENG 4 Reading Improvement I
- ENG 5 Reading Improvement II
- NAS 2 Foundations of Life Science
- MTH 2 Arithmetic
- BSK 6 Pre-Algebra
- BSK 8 Algebra 1A
- BSK 9 Algebra 1B
- MTH 4 Algebra II
- Other

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**PATIENT ADMISSION COORDINATOR**

**Career Studies Certificate**

221-152-10

(NOT designed as a transfer program)

Ann Smith, Interim Dean
Math, Science and
Human Services Division
Room 273, 434.961.5239

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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Planned</th>
<th>Completed</th>
</tr>
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<tbody>
<tr>
<td>HLT 143 Medical Terminology</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>ITE 119 Information Literacy</td>
<td>3</td>
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<tr>
<td>HIM 115 Ambulatory Coding and Classification</td>
<td>3</td>
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<tr>
<td>HIM 131 Health Information Procedures</td>
<td>3</td>
<td></td>
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<tr>
<td>HIM 151 Reimbursement Issues in Medical Practice Management</td>
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<tr>
<td>BUS 208 Quality and Productivity Management</td>
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<td><strong>Total Credits</strong></td>
<td><strong>17</strong></td>
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</table>

**Prerequisites:** ENG 05 (reading a college level) and MTH 9 (high school pre-algebra)

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Student’s Name (print)

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Empl ID Number

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Faculty Advisor – Rhoda Cooper
rcooper@pvcc.edu
Phone: 961-5266 Room 164C

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2008-2009

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Revised 10/16/2008