

**Major Courses – 24 credit hours**

	HIT 221 ICD-9-CM Coding I	5
	HIT 231 ICD-9-CM Coding II	5
	HIT 241 CPT Coding Basic Principles	2
	HPR 178 Medical Terminology	3
	MOT 125 Basic Medical Sciences I	3
	MOT 133 Basic Medical Sciences II	3
	MOT 135 Basic Medical Sciences III	3
	Optional Course Recommended	
	HIT 105 Physician Coding and Reimbursement	5

\*Anatomy and Physiology may be substituted for the Basic Medical Sciences courses if previously completed for credit. In this situation, a current HPR 216 course must be completed for this certificate.

All major courses required for this degree must be completed with a "C" or better to meet graduation requirements.

## IMPORTANT PROGRAM INFORMATION:

Please see Advising with any questions concerning this program; 303.797.5664 or [Advising@arapahoe.edu](mailto:Advising@arapahoe.edu).

## ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

Tested Out/Completed	Semester	ACT/SAT Last 2 yrs	Accuplacer	Course	Credits
<b>Sentence Skills</b>					
			25-49	See Developmental Studies Advisor	
			50-69	ENG060	3
			70-94	ENG090	3
		18/440	95-120	ENG 121	3
<b>Reading</b>					
			25-39	See Developmental Studies Advisor	
			40-61	REA060	3
			62-79	REA090	3
		17/430	80-120	REA 112	3
<b>Mathematics</b>					
		Arithmetic	24-56	MAT030	2
		Arithmetic	57-120	MAT060	3
		Elem. Alg.	45-60	MAT090	4
		Elem. Alg.	61-84	MAT106/111	5
		19/460	85-120	MAT 120,121,123,135/179	4
<b>Study Skills/Orientation</b>					
	Academic Achievement Strategies			AAA090	3
	College Orientation			AAA101	1
	Advanced Academic Achievement			AAA 109	3

### EXEMPTIONS TO ASSESSMENT TESTING:

1. Have successfully completed a college-level mathematics and college-level English course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.
4. Have earned an Associate's degree or higher. You must provide documentation.

5. Some degree programs do not allow a waiver for the CPT.

## IMPORTANT TELEPHONE NUMBERS:

Admission and Records	<a href="mailto:admissions@arapahoe.edu">admissions@arapahoe.edu</a>	M2470	303.797.5621
Advising and Counseling Center	<a href="mailto:advising@arapahoe.edu">advising@arapahoe.edu</a>	M 2010	303.797.5664
Bookstore	<a href="mailto:0249mgr@fhcg.follett.com">0249mgr@fhcg.follett.com</a>	M1200	303.797.5676
Campus Police	<a href="mailto:campuspolice@arapahoe.edu">campuspolice@arapahoe.edu</a>	M2600	303.797.5800
Career Center	<a href="mailto:careers@arapahoe.edu">careers@arapahoe.edu</a>	M2025	303.797.5805
Cashier		M2300	303-797-5638
Child Development Center		N1000	303.797.5678
Disability Services	<a href="mailto:heather.lawler@arapahoe.edu">heather.lawler@arapahoe.edu</a>	M2710	303.797.5937 v/tty
Financial Aid		M2115	303.797.5661
	• Apply online at <a href="http://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a>		
Information Central	<a href="mailto:info-central@arapahoe.edu">info-central@arapahoe.edu</a>	M2800	303-797-4222
Library	<a href="mailto:library@arapahoe.edu">library@arapahoe.edu</a>	M2500	303.797.5090
Math Lab	<a href="mailto:math@arapahoe.edu">math@arapahoe.edu</a>	M3610	303.797.5877
	• Students must register for MAT 101 Enhanced Mathematics Lab		
Open Computer Lab		M1650	303.797.5907
Student Affairs	<a href="mailto:heather.lawler@arapahoe.edu">heather.lawler@arapahoe.edu</a>	M2820	303.797.5668
Testing Center		M2280	303.797.5993
Tutorial Services	<a href="mailto:debra.goldberg@arapahoe.edu">debra.goldberg@arapahoe.edu</a>	M2710	303.797.5937 v/tty
Writing Center		M2855	303.797.5830

### Location Abbreviations:

A – Annex	AD – Art and Design Center
CSB – Church Street Building	M – Main Building
UCC – University Center @ Chaparral (15653 Brookstone Dr, Parker)	N – North Building

## TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. Students who complete a 60 credit hour A.A./A.S. degree with appropriate course requirements and grades of C or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a 4-year public institution.
3. Consult your ACC Advisor about Colorado's 60 + 60 plans.
4. ACC has articulation agreements with several four-year institutions; visit the ACC Transfer Center of the website ([www.arapahoe.edu](http://www.arapahoe.edu)) for more information.

## SUGGESTIONS FOR SUCCESS

1. Obtain and read a copy of the ACC catalog.
2. Attend a New Student Orientation session.
3. Maintain current contact information on file and read all correspondence from ACC.
4. Take your CPT or be exempted (see above) before meeting with an academic advisor.
5. Take English, Speech and Math classes early in your program.
6. See your advisor about balancing your workload with credit load.
7. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits Fall/Spring and six credits Summer.
8. Transfer and financial aid students should consult an advisor before registering.

## GRADUATION INFORMATION

1. No catalog more than six years old may be used for graduation requirements; the 2007/2008 catalog may not be used beyond the Spring 2013 semester.
2. **You must apply for graduation; obtain the application online at [www.arapahoe.edu](http://www.arapahoe.edu) (Student Services) and apply by: April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

For more information log on to [www.arapahoe.edu](http://www.arapahoe.edu).

Last Updated 06.21.2007