

#### Guided Pathway to Success (GPS)

Suggested schedules map your path to degree completion.

**Full-time student:** Follow the green semester blocks in order.

**Part-time student:** Follow the blue course sequence at your own pace.

**Students should meet with an advisor each semester** to carefully select and sequence courses based on their specific academic goals and interests. Visit Jefferson Hall or call 301.846.2471 (301.846.2625 TDD) for advising.

Students who require developmental English or Math coursework will need additional semesters to complete their certificate. Summer and January term classes may help students to make faster progress.

## 1 Recommended First Semester

1	ACCT 101	Principles of Accounting I	3 credits
2	CIS 101	Information Systems and Technology	3 credits
3	MDA 109	Medical Terminology	3 credits
4	MDA 112	Medical Administrative Office Applications	3 credits

## 2 Recommended Second Semester

5	BU 227	Principles of Management	3 credits
6	BU 273	Business Communication	3 credits
7	MDA 216	Introduction to Medical Office Coding	3 credits
8	MDA 218	Health Insurance Billing and Reimbursement	3 credits
9	MDA 220	Introduction to Electronic Health Records	3 credits