

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 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	CMIS 101	Information Systems and Technology	3 credits
2	MEDA 109	Medical Terminology	3 credits
3	MEDA 112	Medical Administrative Office Applications	3 credits
4	BMGT 120	Business Communication	3 credits

2 Recommended Second Semester

5	MEDA 216	Medical Coding Basics	3 credits
6	MEDA 218	Health Insurance Billing and Reimbursement	3 credits
7	MEDA 220	Electronic Health Records	3 credits
8	Electives	Any ACCT, BMGT, CMIS, MEDA	3 credits