



**University of Arkansas at Monticello
College of Technology - McGehee
Technical Certificate Program of Study
Health Information Technology**



To be eligible for a Technical Certificate from the University of Arkansas at Monticello College of Technology-McGehee, a student should complete a Program of Study approved by his/her advisor upon entering the University. The Program of Study indicates the minimum semester hours of unduplicated credit at the technical certificate level. Specific certificate requirements are listed on this Program of Study.

The Program of Study is for informational purposes only; it is the responsibility of the student to meet all requirements to be eligible for a technical certificate at UAM College of Technology – McGehee. The University reserves the right to substitute courses.

NOTE: Some courses require pre-requisite and/or co-requisite classes. Some courses may be offered only during specific semesters. This Program of Study requires General Education courses to be completed during any semester/term of enrollment. Contact your advisor or Director of Instruction for specific information.

Students who score below the required minimal level on the entrance exam may be required to take additional credit hours as part of this University’s developmental education program. See current academic catalog for more information.

The technical certificate may serve as a terminal credential or as an intermediate credential for students who wish to pursue an associate or baccalaureate degree program.

For more information about this certificate, contact the UAM College of Technology – McGehee’s Office of Student Services or call 870-222-5360 ext. 5220. Students may also visit www.uamont.edu.

First Year, Fall Semester					First Year, Spring Semester				
	BUS	1203	Keyboarding	3 credit hours		CIS BUS	2223 1303	Microcomputer Applications Tech Comp Apps for Business	3 credit hours
	BUS	2003	Tech Business English	3 credit hours		HIT	2053	Tech Reimbursement Methodologies	3 credit hours
	BUS	1133	Tech Medical Terminology	3 credit hours		HIT	2043	Tech Medical Coding II	3 credit hours
	HIT	1033	Tech Medical Coding I	3 credit hours		BUS	2143	Tech Business Mathematics	3 credit hours
	NUR	1514	PN Anatomy & Physiology	4 credit hours		HIT	1063	Tech Medical Office Procedures	3 credit hours
	HIT	1022	Tech Law and Ethics in Healthcare	2 credit hours					
First Year, Summer I									
	BUS	2163	Tech Spreadsheet Applications	3 credit hours					
	HIT	2013	Tech Medical Transcription	3 credit hours					

* This course may be scheduled during any semester or summer term and must be completed before a technical certificate can be awarded.

Specific Graduation Requirements

In addition to completing all coursework, the University of Arkansas at Monticello College of Technology – McGehee, requires all students who are eligible for this technical certificate to meet the following criteria:

●Degree Audit

●At least 2.00 cumulative GPA

My signature below indicates that I (student) agree that it is my responsibility to meet all UAM requirements to be eligible for a technical certificate. This document serves only as a guide to help me fulfill specific program requirements. This University reserves the right to substitute other courses.

Student Printed Name

Student's Date of Birth

Student Signature

Date

Advisor Signature

Date

Coordinator of Special Projects & Instruction Signature

Date

Vice Chancellor Signature

Date