

Southwest Virginia Community College
Business, Engineering, Industrial Technology, and
Workforce Solutions Division



<http://www.sw.edu/beit/>

Career Studies Certificate Program

2019-2020 Certificate Completion Plan

Major: Electronic Medical Records Specialist

First Semester (13 Credits)

		Credits	Semester	Grade
HIM 100	Intro to Health Care Delivery System	1	_____	_____
HLT 143	Medical Terminology I	3	_____	_____
ITE 115	Computer Applications & Concepts	3	_____	_____
HIM 150	Health Records Management	3	_____	_____
ITE 140	Spreadsheet Software	3	_____	_____

Second Semester (14 Credits)

		Credits	Semester	Grade
ITE 119	Information Literacy	3	_____	_____
HLT 144	Medical Terminology II	3	_____	_____
BUS 106	Security Awareness for Managers	3	_____	_____
HIM 231	Health Records Applications	3	_____	_____
HLT 145	Ethics/Health Care Personnel	2	_____	_____

Total Hours 27

Program Notes:

**HIM 231 – Health Records Applications I uses an integrated approach to practicing health records skills in a simulated clinical environment. Emphasizes the use of the microcomputer in accomplishing problem – solving tasks. Part I of II. Laboratory 6 hours per week. 3 Credits.

For additional information:

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