

# OFFICE ADMINISTRATION TECHNOLOGY - MEDICAL BILLING - CERTIFICATE OF COMPLETION

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Doña Ana Community College 2026-2027 Catalog

## (19 credits)

**NOTE:** Students who lack prior health and/or general office experience may need to take course-related prerequisites.

**NOTE:** Students must earn a final grade of C- or better in all required HLSC and HITP courses/Technical Requirements and achieve a cumulative grade-point average of at least 2.0.

Students must complete all University certificate requirements to total at least 19 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

Prefix	Title	Credits
<b>Technical Requirements (19 credits)</b>		
HLSC 1510	Medical Terminology	3
HITP 2208	Medical Office Procedures	3
HITP 2288	Medical Insurance Billing	3
HITP 2248	Medical Coding I	3
HITP 2258	Medical Coding II	3
HLSC 1520	Anatomy and Physiology for Health Careers	4
<b>Total Credits</b>		<b>19</b>