CPCE 101: CPC Exam Preparatory Course
Department of Medical Coding
American Academy of Medical Careers

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Course Syllabus

Course Description

CPC Exam Preparatory Course is designed as an introduction to the field of professional healthcare coding and to help students pass the Certified Professional Coder exam. An overview of diagnosis coding using ICD-10-CM and procedure coding using CPT is provided.

Course Overview/Goals

1. Understand the purpose of each of the code sets used in medical coding.
2. Abstract medical case studies to determine main terms used for interpreting medical terminology into codes.
3. Employ coding actions to determine the accurate code or codes.
4. Demonstrate the processes used to correctly use the coding manuals.

Course Objectives

1. Understand the purpose of each of the code sets used in medical coding.
2. Abstract medical case studies to determine main terms used for interpreting medical terminology into codes.
3. Employ the coding actions to determine the accurate code or codes.
4. Demonstrate the processes used to correctly use the coding manuals.

Course Prerequisites

While this course has no standing prerequisite, students must possess a high school diploma or equivalency (i.e. GED, HiSet) to take the certification exam.

Required Texts and Materials

Title: Let's Code It! (2025 Version)
Author(s): Safian/Johnson.
Publisher: McGraw-Hill Education
Format: eText is the recommended format. A 12-month access is provided at no cost with the course.
Link to Access: An access link will be emailed to the student. Students that desire a print text are welcome to purchase one at their own expense.

Additional Required Texts and Materials

To sit for the certification exam and to answer questions in this class, the most current version of the following texts will need to be purchased by students:

1. Current Procedural Terminology (CPT)
2. International Classification of Disease (ICD-10-CM)
3. Healthcare Common Procedures Coding System (HCPCS)

To control the cost of tuition and to make the course affordable, students will need to acquire these necessary texts. While each is available in an electronic format, hard copies are highly recommended as those are the only documents allowed during testing for professional certification. A link will be sent in an email to assist students for ease of purchase and provided online on the store page.

Assignments

All required assignments are available online. The link, access code, and instructions will be emailed to the student upon application and acceptance for the course. The email address will be the one the student used in their official application for the American Academy of Medical Careers.

Basis for Final Grade

Below is a breakdown of all graded assignments. Please note that each requires a passing grade of 70%. This is in line with the standards of testing established by national testing centers. an example, please feel free to adjust as needed to match your assignments/assessments. Assessments will also depend on whether your course is online, hybrid (50% online, 50% in class) or classroom.

Assessment	Points	Percentage of Grade
Chapter Quizzes	2205	40%
Capstone Quizzes	1200	22%
Final Exam 1	921	16%
Final Exam 2	819	15%
Final Exam 3	415	7%
Total	5560	100%

Grading Scale

Grading Scale (%)	
90 - 100	A
80 – 89.9	B
70 – 79.9	C
60 – 69.9	D
0 – 59.9	F

Course Policies: Assignment Completion & Late Work

1. **Assignment Completion Policy:** Students should be able to complete the course in 8 weeks. Given the diverse commitments, a greater amount of time may be required. Therefore, students will have access to the course for twelve (12) months. After twelve (12) months, the student will be required to purchase a renewal voucher to reenter the online program.
2. **Late Work Policy**: Although the course is self-paced, students still must complete the program within twelve (12) months. Students can purchase an additional twelve (12) month renewal voucher if needed. If assignments are not submitted by due date (if applicable), a zero will be earned. In special circumstances, students may have additional time to complete the assignment.

Technology and Media
1. **Email**: Email will be the primary mode for communication between the student, faculty, and the American Academy of Medical Careers. The student email will be the one used on the online application form. Changes can be requested by sending an email to administration@medicalcareerpath.com.
2. **Web courses**: All coursework will be completed in the McGraw-Hill platform.
3. **Computer Usage**: Students are responsible for ensuring that their personal computers used to access the course are up to date and contain the necessary system requirements for access and participation.

Student Expectations
1. **Professionalism:** Students should conduct themselves in a respectful and professional manner. Failure to do so could warrant disciplinary action that may result in removal from a warning to removal from the program as determined by a review of the President.
2. **Academic Conduct**: The faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The American Academy of Medical Careers expects students and faculty to honor, and faculty to enforce, these academic principles. The school affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students and student offenses.

Course Schedule

RECOMMENDED CLASS SCHEDULE FOR 9 WEEK PROGRAM COMPLETION

DATE	ASSIGNMENTS
Week 1	Complete Part 1
Week 2	Complete Part 2
Week 3	Complete Part 2
Week 4	Complete Part 3
Week 5	Complete Part 4
Week 6	Complete Part 5
Week 7	Complete Part 6
Week 8	Complete Final exam
Week 9	Review PowerPoints & Exams Take CPC Certification Exam

Addendums, Revisions and Changes
The American Academy of Medical Careers and its staff reserves the right to make any changes, revisions or addendums to this document without advance notification. If you should have concerns or questions with regards to any changes made, please contact the Administration at administration@medicalcareerpath.com.