

# ASSOCIATE OF SCIENCE IN HEALTHCARE ADMINISTRATION

## Program Description

The two-year Healthcare Administration degree is designed to prepare students to work in either the front-office or back-office of a clinic/physician's office. Students may choose the administrative or clinical track.

## Program Learning Outcomes

Upon completion of the AS in Healthcare Administration, students will be able to

1. Demonstrate professional skills that lead to success within the medical office workplace.
2. Demonstrate effective oral and written communication skills.
3. Apply critical thinking and decision-making skills.
4. Distinguish the importance of an ethical work environment.
5. Apply information and technology tools relevant to the profession.

## Career Considerations

This degree prepares students to work either in the front-office or back-office of a clinic and/or physician's office. It also provides students the opportunity to transfer to a 4-year university.

## Program Course Requirements

Course	Title	Credits
<b>First Year</b>		
<b>First Term</b>		
FYE 100	College Success	2
MED 100	Intro to Healthcare Careers	2
MED 111	Medical Terminology I	3
MED 220	Medical Office Procedures I	3
MUS 205	Intro to Jazz History <sup>3</sup>	3
PSY 201Z	Introduction to Psychology I <sup>1</sup>	4
<b>Credits</b>		<b>17</b>
<b>Second Term</b>		
HE 260	Cardiopulmonary Resuscitation	1
MED 112	Medical Terminology II	3
MED 221	Medical Office Procedures II	3
MTH 105Z	Math in Society (or higher)	4
WR 121Z	Composition I	4
<b>Credits</b>		<b>15</b>
<b>Third Term</b>		
CH 104 or CH 112	Intro to Chemistry I <sup>2</sup> or Fundamentals of Chemistry	4-5
CIS 120	Intro to Digital Literacy	4
COM 218Z	Interpersonal Communication	4
WR 227Z	Technical Writing	4
<b>Credits</b>		<b>16-17</b>
<b>Total Minimum Credits</b>		<b>48-49</b>

<sup>1</sup> Meets required Social Science, can be replaced with any approved Social Science course. See advisor for a list of approved classes.

- <sup>2</sup> Meets required Science, can be replaced with another approved Science course. See advisor for a list of optional courses.
- <sup>3</sup> Meets required Arts and Letters, can be replaced with any approved Arts and Letters course. See advisor for a full list of course options.

The first year of this program is the same but the second year is different depending on the path you choose.

## Medical Office Admin Track

Course	Title	Credits
<b>Second Year</b>		
<b>First Term</b>		
BA 101Z	Introduction to Business	4
BA 206	Management Fundamentals	3
BA 231	Computers in Business	4
STAT 243Z	Elementary Statistics I	4
<b>Credits</b>		<b>15</b>
<b>Second Term</b>		
BA 214	Business Communications	3
BA 233	Accounting for Managers	4
MED 140	Electronic Health Records	3
MED 230	Health Insurance Concepts	3
MED 260	Medical Document Processing	3
<b>Credits</b>		<b>16</b>
<b>Third Term</b>		
BA 106	Business Leadership	3
BA 165	Customer Service	3
BA 223	Principles of Marketing	3
MED 231	Hlth Care Reimburs-Collections	3
SPAN 122	Spanish for Safety Personnel	4
<b>Credits</b>		<b>16</b>
<b>Total Minimum Credits</b>		<b>47</b>

## Clinical Track

Course	Title	Credits
<b>Second Year</b>		
<b>First Term</b>		
BI 231	Anatomy and Physiology I	4
PHLB 101	Phlebotomy	9
MED 120	Clinical Procedures I	3
<b>Credits</b>		<b>16</b>
<b>Second Term</b>		
BI 232	Anatomy and Physiology II	4
MED 117	AP and Pharmacology for MAs	4
MED 122	Clinical Procedures II	3
MED 125	Medical Assistant Practicum I	4
<b>Credits</b>		<b>15</b>
<b>Third Term</b>		
BI 233	Anatomy and Physiology III	4
MED 126	Medical Assistant Practicum II	6
SPAN 122	Spanish for Safety Personnel	4
<b>Credits</b>		<b>14</b>
<b>Fourth Term</b>		
MED 126	Medical Assistant Practicum II	6
<b>Credits</b>		<b>6</b>
<b>Total Minimum Credits</b>		<b>51</b>

## Advising Notes

- The Healthcare Administration AS Degree will replace the Medical Office Administration AAS Degree. It is designed to provide

students with two tracks of study: Medical Office Administration or Phlebotomy/Medical Assistant Clinical. The first year is the same for both tracks.