

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 |
|------------------------------|---|--------------|
| First Year | | |
| First Term | | |
| 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 ³ | 3 |
| PSY 201Z | Introduction to Psychology I ¹ | 4 |
| Credits | | 17 |
| Second Term | | |
| 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 |
| Credits | | 15 |
| Third Term | | |
| CH 104 or CH 112 | Intro to Chemistry I ² or Fundamentals of Chemistry | 4-5 |
| CIS 120 | Intro to Digital Literacy | 4 |
| COM 218Z | Interpersonal Communication | 4 |
| WR 227Z | Technical Writing | 4 |
| Credits | | 16-17 |
| Total Minimum Credits | | 48-49 |

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

- ² Meets required Science, can be replaced with another approved Science course. See advisor for a list of optional courses.
- ³ 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 |
|------------------------------|--------------------------------|-----------|
| Second Year | | |
| First Term | | |
| BA 101Z | Introduction to Business | 4 |
| BA 206 | Management Fundamentals | 3 |
| BA 231 | Computers in Business | 4 |
| STAT 243Z | Elementary Statistics I | 4 |
| Credits | | 15 |
| Second Term | | |
| 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 |
| Credits | | 16 |
| Third Term | | |
| 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 |
| Credits | | 16 |
| Total Minimum Credits | | 47 |

Clinical Track

| Course | Title | Credits |
|------------------------------|--------------------------------|-----------|
| Second Year | | |
| First Term | | |
| BI 231 | Anatomy and Physiology I | 4 |
| PHLB 101 | Phlebotomy | 9 |
| MED 120 | Clinical Procedures I | 3 |
| Credits | | 16 |
| Second Term | | |
| 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 |
| Credits | | 15 |
| Third Term | | |
| BI 233 | Anatomy and Physiology III | 4 |
| MED 126 | Medical Assistant Practicum II | 6 |
| SPAN 122 | Spanish for Safety Personnel | 4 |
| Credits | | 14 |
| Fourth Term | | |
| MED 126 | Medical Assistant Practicum II | 6 |
| Credits | | 6 |
| Total Minimum Credits | | 51 |

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.