

**2011-2012 ACADEMIC YEAR
SCHOOL OF
ALLIED HEALTH PROFESSIONS**

- **AAS in
MEDICAL ADMINISTRATION**
- **BBA in
HEALTH SERVICES ADMINISTRATION**
 - **Specialization in Medical Coding**
- **AAS in
MEDICAL ASSISTING**
- **AAS in
PHARMACY TECHNICIAN**
- **BS in
PUBLIC HEALTH**

*For MINORS available to BBA students majoring in
HEALTH SERVICES ADMINISTRATION
See the “Minors for Bachelor Students” Section*

2011-2012 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN MEDICAL ADMINISTRATION

COURSES	CREDITS
MAJOR REQUIREMENTS (30 credits)	
<i>Health Office Associate Requirements (21 credits)</i>	
1. HA 101 Introduction to Health Care	3
2. HC 126 Medical Terminology	3
3. HA 140 Introduction to Medical Coding	3
4. HA 240 Medical Office Billing, Operations and Procedures	3
5. HA 295 Concepts of Managed Care	3
6. BT-101 Business Applications Essentials	3
7. AC 161 Principles of Accounting I	3
<i>Major Area Elective (9 credits)*</i>	
1.	3
2.	3
3.	3
*Any course with a prefix of CP, HA, HC, PH, BT, MG HA 290 Internship, Strongly Recommended	
GENERAL EDUCATION REQUIREMENTS (24 credits)	
1. Mathematics	3
2. EN 109 Expository Writing	3
3. EN 110 Composition and Literature	3
4. EN 205 Business Writing	3
5. HC 108 Anatomy and Physiology	3
6. Liberal Arts or Social Science	3
7. Liberal Arts or Science	3
8. IT 103 Introduction to Information Processing	3
OPEN ELECTIVES (6 credits)	
1.	3
2.	3
TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)	

2011-2012 ACADEMIC YEAR RECOMMENDED SEQUENCE AAS IN MEDICAL ADMINISTRATION

SEMESTER 1

Course Code	Description	Credits
HA 101	Introduction to Health Care	3
HC 126	Medical Terminology	3
EN 109	Expository Writing	3
IT 103	Introduction to Information Processing	3
LA 100	Freshman Seminar	3
		15

SEMESTER 2

Course Code	Description	Credits
BT 101	Business Application Essentials	3
HA 140	Introduction to Medical Coding	3
EN 110	Composition and Literature	3
MA 127	Quantitative Methods	3
HC 108	Anatomy and Physiology	3
		30

SEMESTER 3

Course Code	Description	Credits
AC 161	Principles of Accounting I	3
EN 205	Business Writing	3
HA 240	Medical Office Insurance and Billing Procedures	3
HA	Medical Administration Elective	3
LA	Elective	3
		45

SEMESTER 4

Course Code	Description	Credits
HA 295	Concepts of Managed Care	3
HA	Medical Administration Elective	3
HA	Medical Administration Elective	3
Open Elective		3
Open Elective		3
		60

* Major Area and Open Elective should be chosen based on advisement and area of concentration.

2011-2012 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET BBA IN HEALTH SERVICES ADMINISTRATION

COURSES	CREDITS	COURSES	CREDITS
MAJOR REQUIREMENTS (60 credits)		OTHER REQUIREMENTS (60 CREDITS)	
		<i>Computer Courses (6 credits)</i>	
Health Services Admin. Requirements (30 Credits)		1.	3
1. HA 101 Introduction to Health Care OR HA 106 Contemporary Health Issues	3	2.	3
2. HA 295 Concepts of Managed Care	3		
3. HC 126 Medical Terminology	3	General Education (33 credits) of which twelve (12) credits must be in English	
4. HA 301 Management in Health Care I	3	1. EN _____	3
5. HA 302 Management in Health Care II	3	2. EN _____	3
6. HA 330 Ethical and Legal Issues	3	3. EN _____	3
7. HA 435 Performance Improvement in Healthcare	3	4. EN _____	3
8. HA 440 Health Care Finance	3	5.	3
9. HA 445 Public Health Systems	3	6.	3
10. HA 450 Research Methodologies in Healthcare	3	7.	3
		8.	3
		9.	3
Major Area Electives (18 credits)		10. MA _____	3
1.	3	11. MA _____	3
2.	3		
3.	3		
4.	3	Open Electives (21 credits)	
5.	3	1.	3
6.	3	2.	3
		3.	3
Business Electives (12 credits)		4.	3
1.	3	5.	3
2.	3	6.	3
3.	3	7.	3
4.	3		
TOTAL MAJOR AREA CREDITS TAKEN:		TOTAL OTHER CREDITS TAKEN:	
(TOTAL CREDITS MUST EQUAL 60)		(TOTAL MUST EQUAL 60)	

2011-2012 ACADEMIC YEAR RECOMMENDED SEQUENCE BBA IN HEALTH SERVICES ADMINISTRATION

BBA SEMESTER 1

Course Code	Description	Credits
HA 301	Management in Health Care I	3
HA	Major Area Elective	3
IT 115	Electronic Spreadsheet Applications	3
MG	Business Elective	3
MG	Business Elective	3
		15

BBA SEMESTER 2

Course Code	Description	Credits
HA 302	Management in Health Care II	3
HA 435	Performance Improvement in Health Care	3
MA 135	Statistical Applications	3
HA 330	Ethical and Legal Issues	3
LA	Elective	3
		30

BBA SEMESTER 3

Course Code	Description	Credits
HA 440	Health Care Finance	3
HA 445	Public Health Systems	3
HA	Major Area Elective	3
MG	Business Elective	3
MG	Business Elective	3
		45

BBA SEMESTER 4

Course Code	Description	Credits
HA 450	Research Methodologies in Health Care	3
HA	Major Area Elective	3
EN	English Elective	3
LA	Elective	3
Open Elective		3
		60

* Major Area and Open Elective should be chosen based on advisement and area of concentration.

2011-2012 ACADEMIC YEAR SPECIALIZATION IN MEDICAL CODING

In addition to all other Medical Administration or Health Services Administration degree requirements, the *Specialization in Medical Coding* requires successful completion of the following courses.

For the Medical Administration degree this must consist of five (5) elective courses. These courses may be counted as Major Area or Open Electives.

- HA 280 Intermediate Medical Coding
- HA 320 Advanced Coding
- HA 290 Coding Internship
- HC 208 Pathophysiology
- HC 220 Pharmacology

For the Health Services Administration degree this must consist of eight (8) elective courses. These courses may be counted as Major Area or Open Electives.

- HA 140 Introduction to Medical Coding
- HA 240 Medical Office Billing, Operations and Procedures
- HA 280 Intermediate Medical Coding
- HA 320 Advanced Coding
- HA 390 Coding Internship
- HC 108 Anatomy and Physiology
- HC 208 Pathophysiology
- HC 220 Pharmacology

The Medical Coding Specialization will prepare students to sit for the AHIMA Certification Examination

2011-2012 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN MEDICAL ASSISTING

COURSES	CREDITS
MAJOR REQUIREMENTS (34 credits)	
<i>Medical Assisting Requirements (34 Credits)</i>	
1. HC-105 Medical Assisting I (LAB)	4
2. HC-110 Medical Assisting II (LAB)	4
3. HC-126 Medical Terminology	3
4. HC-180 Medical Coding & Billing for Medical Assisting	4
5. HC-210 Clinical Lab Procedures (LAB)	4
6. HC 214 Medical Assisting III (LAB)	4
7. HC 230 EKG and Phlebotomy	4
8. HC 292 Medical Assisting Practicum	4
9. HA 106 Contemporary Health Issues	3
GENERAL EDUCATION REQUIREMENTS (24 credits)	
1. Mathematics	3
2. EN 109 Expository Writing	3
3. EN 110 Composition and Literature	3
4. EN 205 Business Writing	3
5. HC-108 Anatomy and Physiology	3
6. Liberal Arts Elective	3
7. Liberal Arts Elective	3
8. IT 103 Introduction to Information Processing	3
OPEN ELECTIVES (6 credits)	
1.	3
2.	3
TOTAL CREDITS: (Must Equal at least 60 credits and at least 18 courses)	

2011-2012 ACADEMIC YEAR RECOMMENDED SEQUENCE AAS IN MEDICAL ASSISTING

SEMESTER 1

Course Code	Description	Credits
HA 106	Introduction to Contemporary Health Issues	3
EN 109	Expository Writing	3
CP 101	Introduction to Information Processing	3
LA 100	Freshman Seminar	3
LA	*Elective (Psychology)	3
		15

SEMESTER 2

Course Code	Description	Credits
HC 126	Medical Terminology	3
HC 108	Anatomy and Physiology	3
EN 110	Composition and Literature	3
MA 127	Quantitative Methods	3
		27

SEMESTER 3

Course Code	Description	Credits
HC 105	Medical Assisting I (3 hrs. Lecture + 3 hrs. Lab)	4
HC 180	Medical Coding & Billing for Medical Assisting	4
EN 205	Business Writing	3
Open	*Open Elective	3
		41

SEMESTER 4

Course Code	Description	Credits
HC 110	Medical Assisting II (3 hrs. Lecture + 3 hrs. Lab)	4
HC 210	Clinical Laboratory Procedures (2hrs. lecture + 2 hrs. Lab)	4
HC 230	Phlebotomy & EKG (2hrs. lecture + 2 hrs. Lab)	4
		53

SEMESTER 5

Course Code	Description	Credits
HC 214	Medical Assisting III (3 hrs. Lecture + 3 hrs. Lab)	4
HC 292	Medical Assistant Practicum (160 hrs. offsite clinical)	4
Open	*Elective	3
		64

* Major Area and Open Elective should be chosen based on advisement and area of concentration.

2011-2012 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN PHARMACY TECHNICIAN

COURSES	CREDITS
MAJOR REQUIREMENTS (33 credits)	
<i>Pharmacy Technician Requirements (33 Credits)</i>	
1 PT-101 Pharmacy Fundamentals	3
2 HC-126 Medical Terminology	3
3 PT-125 Pharmacy Practice I (LAB)	3
4 PT-150 Pharmaceutical Calculations	3
5 PT-208 Principles of Sterile Medication Preparation (LAB)	4
6 PT-225 Pharmacy Practice II (LAB)	3
7 PT-250 Pharmaceutical Compounding and Dispensing (LAB)	4
8 HC-220 Pharmacology I	3
9 HC-320 Pharmacology II	3
10 PT-295 Pharmacy Technician Practicum	4
GENERAL EDUCATION REQUIREMENTS (24 credits)	
1. Mathematics	3
2. EN 109 Expository Writing	3
3. EN 110 Composition and Literature	3
4. EN 205 Business Writing	3
5. HC-108 Anatomy and Physiology	3
6. Liberal Arts Elective	3
7. Liberal Arts Elective	3
8. IT 103 Introduction to Information Processing	3
OPEN ELECTIVES (6 credits)	
1.	3
2.	3
TOTAL CREDITS: (Must Equal at least 60 credits and at least 18 courses)	

2011-2012 ACADEMIC YEAR RECOMMENDED SEQUENCE AAS IN PHARMACY TECHNICIAN

SEMESTER 1

Course Code	Description	Credits
PT 101	Pharmacy Fundamentals	3
HC 126	Medical Terminology	3
HC 108	Anatomy and Physiology	3
IT 103	Introduction to Information Processing	3
		12

SEMESTER 2

Course Code	Description	Credits
PT 125	Pharmacy Practice I (2hrs. lecture + 2 hrs. Lab)	3
EN 109	Expository English	3
MA 127	Quantitative Methods	3
LA	Liberal Arts Elective	3
		24

SEMESTER 3

Course Code	Description	Credits
EN 110	Composition and Literature	3
PT 150	Pharmaceutical Calculations	3
HC 220	Pharmacology I	3
PT 225	Pharmacy Practice II (2hrs. lecture + 2 hrs. Lab)	3
		36

SEMESTER 4

Course Code	Description	Credits
PT 208	Principles of Sterile Medication Preparation (2hrs. lecture + 2 hrs. Lab)	4
PT 250	Pharmaceutical Compounding and Dispensing (2hrs. lecture + 2 hrs. Lab)	4
EN 205	Business Writing	3
Open	Open Elective	3
		50

SEMESTER 5

Course Code	Description	Credits
HC 320	Pharmacology II	3
PT 295	Pharmacy Technician Practicum	4
LA	Liberal Arts Elective	3
Open	Open Elective	3
		63

* Major Area and Open Elective should be chosen based on advisement and area of concentration.

2011-2012 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET BS IN PUBLIC HEALTH

COURSES	CREDITS
MAJOR AREA COURSES AND OPEN ELECTIVE REQUIREMENTS (60 CREDITS)	
REQUIRED MAJOR AREA COURSES (33 CREDITS)	
1. HA 101 OR HA 106	3
2. HC 126	3
3. PH 111 Public Health and Epidemiology I	3
4. PH 206 Community Health Services	3
5. PH 211 Public Health and Epidemiology II	3
6. PH 420 Community Health Program Planning	3
7. PH 380 Health Programs Administration	3
8. PH 370 Environmental Health Issues	3
9. PH 480 Research Methods in Public Health	3
MAJOR AREA ELECTIVES (15 CREDITS)	
1.	
2.	3
3.	3
4.	3
5.	3
6. Internship Highly Recommended	3
OTHER REQUIREMENT AND OPEN ELECTIVES (12 CREDITS)	
1. CP 101	3
2.	3
3.	3
4.	3
5.	3
TOTAL CREDITS TAKEN:	
(MUST EQUAL AT LEAST 60 CREDITS AND AT LEAST 20 COURSES)	

COURSES	CREDITS
LIBERAL ARTS REQUIRED AND ELECTIVE COURSES (60 CREDITS)	
LIBERAL ARTS COURSES (45 CREDITS)	
1. EN	3
2. EN	3
3. EN	3
4. EN	3
5. MA 135 Statistical Applications	3
6. LA 101 Introduction to Psychology	3
7. LA 104 Developmental Psychology	3
8. LA 108 Abnormal Psychology	3
9. LA 120 Speech Communication	3
10. LA 205 Advanced Speech	3
11. LA 102 Introduction to Sociology	3
12. LA 243 Introduction to Human Services	3
13. LA 245 Introduction to Counseling Theory	3
14. LA 345 Group Dynamics	3
15. MA	3
LIBERAL ARTS ELECTIVES (6 CREDITS)	
1.	3
2.	3
MAJOR RELATED LIBERAL ARTS ELECTIVES (9)	
4. PH 255 Health and Human Behavior	3
5. Must choose from the list below	3
6. Must choose from the list below	3
**Women's Health; Gerontology; Drugs and Modern Society; Psychological Disorders of Childhood; HIV/AIDS in Society; Global Health Contemporary Social Issues; Race, Ethnicity and Health; Child Abuse; Juvenile Delinquency; Film and Public Health; Maternal and Child Health	
TOTAL OTHER CREDITS TAKEN: (MUST EQUAL AT LEAST 60 CREDITS & AT LEAST 20 COURSES)	
TOTAL CREDITS MUST EQUAL AT LEAST 120	

2011-2012 ACADEMIC YEAR RECOMMENDED SEQUENCE BS IN PUBLIC HEALTH

BS SEMESTER 1

Course Code	Description	Credits
PH 111	Public Health and Epidemiology I	3
PH 255	Health and Human Behavior	3
PH 206	Contemporary Health Issues	3
LA	Major, Open or Regular Liberal Arts Elective	3
LA	Major, Open or Regular Liberal Arts Elective	3
		15

BS SEMESTER 2

Course Code	Description	Credits
PH 211	Public Health and Epidemiology II	3
PH 380	Health Programs Administration	3
MA 135	Statistical Applications	3
LA	Major, Open or Regular Liberal Arts Elective	3
LA	Major, Open or Regular Liberal Arts Elective	3
		30

BS SEMESTER 3

Course Code	Description	Credits
PH 420	Community Health Program Planning	3
PH 370	Environmental Health Issues	3
LA	Major, Open or Regular Liberal Arts Elective	3
LA	Major, Open or Regular Liberal Arts Elective	3
LA	Major, Open or Regular Liberal Arts Elective	3
		45

BS SEMESTER 4

Course Code	Description	Credits
PH 480	Research Methods in Public Health	3
EN	English Elective	3
LA	Major, Open or Regular Liberal Arts Elective	3
LA	Major, Open or Regular Liberal Arts Elective	3
LA	Major, Open or Regular Liberal Arts Elective	3
		60

* Major, Open or Regular Liberal Arts Elective should be chosen based on advisement and area of concentration.