2008 – 2009 ACADEMIC YEAR
SCHOOL OF
ALLIED HEALTH PROFESSIONS

- **AAS in**
  MEDICAL ADMINISTRATION

- **AAS in**
  MEDICAL ASSISTING

- **BS in**
  PUBLIC HEALTH

- **BBA in**
  HEALTH SERVICES ADMINISTRATION

For MINORS available to BBA students majoring in HEALTH SERVICES ADMINISTRATION

See the "Minors for BBA Students" Section

2008-2009 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN MEDICAL ADMINISTRATION

COURSES	CREDITS
MAJOR REQUIREMENTS (30 credits)	
Health Office Associate Requirements (21 credits)	
1. HA 101 Introduction to Health Care	**3**
2. HC 125 Medical Terminology and Body Systems	**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**
Major Area Elective (9 credits)*	
1.	**3**
2.	**3**
3.	**3**
*Any course with a prefix of CP, HA, HC, BT, or 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. Liberal Arts or Science	**3**
6. Liberal Arts or Social Science	**3**
7. Liberal Arts or Science	**3**
8. CP 101 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)	

2008-2009 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN MEDICAL ADMINISTRATION

SEMESTER 1

Course Code	Description	Credits
HA 101	Introduction to Health Care	3
HC 125	Introduction to Medical Terminology and Body Systems	3
EN 109	Expository Writing	3
CP 101	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
LA	Elective	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.**

2008-2009 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN MEDICAL ASSISTING

COURSES	CREDITS
MAJOR REQUIREMENTS (30 credits)	
Medical Assisting Requirements (30 Credits)	
1. HC-105 Medical Assisting I (LAB)	4
2. HC-110 Medical Assisting II (LAB)	4
3. HC-126 Medical Terminology for Medical Assisting	3
4. HA-180 Medical Coding & Billing for Medical Assisting	4
5. HC-210 Basic Concepts of Clinical Lab Procedures	4
6. HC 214 Medical Assisting III (LAB)	4
7. HC 230 Phlebotomy and EKG Procedures	4
8. HC 292 Medical Assisting 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. CP 101 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)	

2008-2009 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 for Medical Assisting	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
HA 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	Basic Concepts Clinical Laboratory Procedures	4
HC 230	Phlebotomy & EKG	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.**

2008-2009 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN PUBLIC HEALTH

COURSES	CREDITS		COURSES	CREDITS
MAJOR AREA COURSES AND OPEN ELECTIVE REQUIREMENTS (60 CREDITS)			**LIBERAL ARTS REQUIRED AND ELECTIVE COURSES (60 CREDITS)**	
REQUIRED MAJOR AREA COURSES (33 CREDITS)			**LIBERAL ARTS COURSES (42 CREDITS)**	
1. HA 101 OR HA 106	**3**		1. EN	**3**
2. HA 102 OR HC 105	**3**		2. EN	**3**
3. HC 125 OR HC 126	**3**		3. EN	**3**
4. HA 255 Health and Human Behavior	**3**		4. MA	**3**
5. HA 206 Community Health Services	**3**		5. MA 135 Statistical Applications	**3**
6. HA 321 Health Education: Theory and Practice	**3**		6. LA 101 Introduction to Psychology	**3**
7. HA 420 Community Health Program Planning	**3**		7. LA 104 Developmental Psychology	**3**
8. HA 445 Epidemiology and Public Health	**3**		8. LA 108 Abnormal Psychology	**3**
9. HA 380 Health Programs Administration	**3**		9. LA 120 Speech Communication	**3**
10. HA 370 Environmental Health Issues	**3**		10. LA 205 Advanced Speech	**3**
11. HA 480 Research Methods in Public Health	**3**		11 LA 102 Introduction to Sociology	**3**
			12. LA 243 Introduction to Human Services	**3**
MAJOR AREA ELECTIVES (12 CREDITS)			13. LA 245 Introduction to Counseling Theory	**3**
1.	**3**		14 LA 345 Group Dynamics	**3**
2.	**3**			
3.	**3**		**LIBERAL ARTS ELECTIVES (9 CREDITS)**	
4.	**3**		1.	**3**
			2.	**3**
			3.	
OTHER REQUIREMENT AND OPEN ELECTIVES (15 CREDITS)			**MAJOR RELATED LIBERAL ARTS ELECTIVES (9 CREDITS)**	
1. CP 101	**3**		4. Must choose from the list below	
2.	**3**		5. Must choose from the list below	**3**
3.	**3**		6. Must choose from the list below	**3**
4.	**3**		**Women's Health; Drugs and Modern Society; Psychological Disorders of Childhood; HIV/AIDS in Society; Contemporary Social Issues and other classes to be added to the curriculum	
5.	**3**			
TOTAL CREDITS TAKEN:			**TOTAL OTHER CREDITS TAKEN:**	
(MUST EQUAL AT LEAST 60 CREDITS AND AT LEAST 20 COURSES)			(MUST EQUAL AT LEAST 60 CREDITS & AT LEAST 20 COURSES)	_____
			TOTAL CREDITS MUST EQUAL AT LEAST 120	

2008-2009 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BS IN PUBLIC HEALTH

BS SEMESTER 1

Course Code	Description	Credits
HA 206	Community Health Services	3
HA 255	Health and Human Behavior	3
HA 321	Health Education: Theory and Practice	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
HA 370	Environmental Health Issues	3
HA 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
HA 420	Community Health Program Planning	3
HA 445	Epidemiology and Public Health	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
HA 480	Research Methods in Public Health	3
LA	Word Processing I	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.**

2008-2009 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BBA IN HEALTH SERVICES ADMINISTRATION

COURSES	CREDITS	COURSES	CREDITS
MAJOR REQUIREMENTS (60 credits)		**OTHER REQUIREMENTS (60 CREDITS)**	
		Computer Courses (6 credits)	
Health Services Admin. Requirements (30 Credits)		1.	3
1. HA 101 Introduction to Health Care	3	2.	3
2. HA 295 Concepts of Managed Care	3	***General Education (33 credits) of which nine credits must be in English***	
3. HC 125 Medical Terminology and Body Systems	3	1. EN _____	3
4. HA 301 Management in Health Care I	3	2. EN _____	3
5. HA 302 Management in Health Care II	3	3. EN _____	3
6. HA 330 Ethical and Legal Issues	3	4.	3
7. HA 435 Performance Improvement in Healthcare	3	5.	3
8. HA 440 Health Care Finance	3	6.	3
9. HA 445 Epidemiology and Public Health	3	7.	3
10. HA 450 Research Methodologies in Healthcare	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)**	

2008-2009 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
CP 125	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	Epidemiology and Public Health	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 Research	3
HA	Major Area Elective	3
LA	Elective	3
LA	Elective	3
Open Elective		3
		60

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