

**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*

# 2007-2008 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN MEDICAL ADMINISTRATION

COURSES	CREDITS
<b>MAJOR REQUIREMENTS (30 credits)</b>	
<i>Health Office Associate Requirements (21 credits)</i>	
1. HA 101 Introduction to Health Care	<b>3</b>
2. HA 102 Health Office Operations	<b>3</b>
3. HC 125 Medical Terminology and Body Systems	<b>3</b>
4. HA 140 Introduction to Medical Coding	<b>3</b>
5. HA 240 Medical Office Insurance and Billing Procedures	<b>3</b>
6. BT-160 Word Processing I	<b>3</b>
7. BT-101 Business Applications Essentials	<b>3</b>
<i>Major Area Elective (9 credits)*</i>	
1.	<b>3</b>
2.	<b>3</b>
3.	<b>3</b>
*Any course with a prefix of CP, HA, HC, BT, or MG HA 290 Internship, <b>Strongly Recommended</b>	
<b>GENERAL EDUCATION REQUIREMENTS (24 credits)</b>	
1. Mathematics	<b>3</b>
2. EN 109 Expository Writing	<b>3</b>
3. EN 110 Composition and Literature	<b>3</b>
4. EN 205 Business Writing	<b>3</b>
5. Liberal Arts or Science	<b>3</b>
6. Liberal Arts or Social Science	<b>3</b>
7. Liberal Arts or Science	<b>3</b>
8. CP 101 Introduction to Information Processing	<b>3</b>
<b>OPEN ELECTIVES (6 credits)</b>	
1.	<b>3</b>
2.	<b>3</b>
<b>TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)</b>	

# 2007-2008 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
		<b>15</b>

## SEMESTER 2

Course Code	Description	Credits
HA 102	Health Office Operations	3
HA 140	Introduction to Medical Coding	3
EN 110	Composition and Literature	3
MA 127	Quantitative Methods	3
LA	Elective	3
		<b>30</b>

## SEMESTER 3

Course Code	Description	Credits
BT 101	Business Application Essentials	3
EN 205	Business Writing	3
HA	Medical Administration Elective	3
HA	Medical Administration Elective	3
LA	Elective	3
		<b>45</b>

## SEMESTER 4

Course Code	Description	Credits
HA 240	Medical Office Insurance and Billing Procedures	3
BT 160	Word Processing I	3
HA	Medical Administration Elective	3
Open Elective		3
Open Elective		3
		<b>60</b>

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

**2007-2008 ACADEMIC YEAR  
CURRICULUM REVIEW WORKSHEET  
AAS IN MEDICAL ASSISTING**

COURSES	CREDITS
<b>MAJOR REQUIREMENTS (30 credits)</b>	
<i>Medical Assisting Requirements (30 Credits)</i>	
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
<b>GENERAL EDUCATION REQUIREMENTS (24 credits)</b>	
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
<b>OPEN ELECTIVES (6 credits)</b>	
1.	3
2.	3
<b>TOTAL CREDITS: (Must Equal at least 60 credits and at least 18 courses)</b>	

# 2007-2008 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
		<b>15</b>

## 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
		<b>27</b>

## 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
		<b>41</b>

## 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
		<b>53</b>

## 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
		<b>64</b>

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

# 2007-2008 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET BS IN PUBLIC HEALTH

COURSES	CREDITS	COURSES	CREDITS
<b>MAJOR AREA COURSES AND OPEN ELECTIVE REQUIREMENTS (60 CREDITS)</b>		<b>LIBERAL ARTS REQUIRED AND ELECTIVE COURSES (60 CREDITS)</b>	
<b>REQUIRED MAJOR AREA COURSES (33 CREDITS)</b>		<b>LIBERAL ARTS COURSES (42 CREDITS)</b>	
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
<b>MAJOR AREA ELECTIVES (12 CREDITS)</b>		13. LA 245 Introduction to Counseling Theory	3
1.	3	14. LA 345 Group Dynamics	3
2.	3		
3.	3	<b>LIBERAL ARTS ELECTIVES (9 CREDITS)</b>	
4.	3	1.	3
		2.	3
		3.	
<b>OTHER REQUIREMENT AND OPEN ELECTIVES (15 CREDITS)</b>		<b>MAJOR RELATED LIBERAL ARTS ELECTIVES (9 CREDITS)</b>	
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		
<b>TOTAL CREDITS TAKEN:</b>		<b>TOTAL OTHER CREDITS TAKEN:</b>	
<b>(MUST EQUAL AT LEAST 60 CREDITS AND AT LEAST 20 COURSES)</b>		<b>(MUST EQUAL AT LEAST 60 CREDITS &amp; AT LEAST 20 COURSES)</b>	
		TOTAL CREDITS MUST EQUAL AT LEAST 120	

# 2007-2008 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
		<b>15</b>

## 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
		<b>30</b>

## 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
		<b>45</b>

## 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
		<b>60</b>

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

**2007-2008 ACADEMIC YEAR  
CURRICULUM REVIEW WORKSHEET  
BBA IN HEALTH SERVICES ADMINISTRATION**

COURSES	CREDITS	COURSES	CREDITS
MAJOR REQUIREMENTS (60 credits)		<b>OTHER REQUIREMENTS (60 CREDITS)</b>	
		<i>Computer Courses (6 credits)</i>	
<i>Health Services Admin. Requirements (30 Credits)</i>		1.	3
1. HA 101 Introduction to Health Care	3	2.	3
2. HA 102 Health Office Operations	3	<i>General Education (33 credits) of which nine credits must be in English</i>	
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 305 Managed Care	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
<i>Major Area Electives (18 credits)</i>		10. MA _____	3
1.	3	11. MA _____	3
2.	3		
3.	3		
4.	3	<i>Open Electives (21 credits)</i>	
5.	3	1.	3
6.	3	2.	3
		3.	3
<i>Business Electives (12 credits)</i>		4.	3
1.	3	5.	3
2.	3	6.	3
3.	3	7.	3
4.	3		
<b>TOTAL MAJOR AREA CREDITS TAKEN:</b>		<b>TOTAL OTHER CREDITS TAKEN:</b>	
<b>(TOTAL CREDITS MUST EQUAL 60)</b>		<b>(TOTAL MUST EQUAL 60)</b>	

# 2007-2008 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 305	Manage Care	3
CP 125	Electronic Spreadsheet Applications	3
MG	Business Elective	3
MG	Business Elective	3
		<b>15</b>

## 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	Major Area Elective	3
LA	Elective	3
		<b>30</b>

## BBA SEMESTER 3

Course Code	Description	Credits
HA 440	Health Care Finance	3
HA 445	Epidemiology and Public Health	3
HA	Medical Administration Elective	3
MG	Business Elective	3
MG	Business Elective	3
		<b>45</b>

## BBA SEMESTER 4

Course Code	Description	Credits
HA 450	Research Methodologies in Research	3
HA	Medical Administration Elective	3
LA	Elective	3
LA	Elective	3
Open Elective		3
		<b>60</b>

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