2013 -2014 ACADEMIC YEAR
SCHOOL OF
ALLIED HEALTH PROFESSIONS

- **AAS in**
  MEDICAL ADMINISTRATION

- **BBA in**
  HEALTH SERVICES ADMINISTRATION
  - **Specialization in Medical Coding**

- **BS in**
  PUBLIC HEALTH
  - **Minor in Human Services**

- **AAS in**
  MEDICAL ASSISTING

- **AAS in**
  PHARMACY TECHNICIAN

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

2013 -2014 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN MEDICAL ADMINISTRATION (for students starting the major before Fall 2013)

COURSES	CREDITS
MAJOR REQUIREMENTS (31 credits)	
Health Office Associate Requirements (25 credits)	
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. IT 105 Business Applications Essentials	**3**
7. AC 161 Principles of Accounting I	**3**
8. HC214 Medical Office Procedures	**4**
Major Area Elective (6 credits)*	
1.	**3**
2.	**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)	**61**

2013 -2014 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN MEDICAL ADMINISTRATION
(for students starting the major before Fall 2013)

SEMESTER 1

Course Code	Description	PREREQUISITES	Credits
HA 101	Introduction to Health Care	None	3
HC 126	Medical Terminology	Placement in EN 109	3
EN 109	Expository Writing	Placement or EN 068 or EN 070	3
IT 103	Introduction to Information Processing	None	3
LA	Liberal Arts Elective	None	3
	Total		**15**

SEMESTER 2

Course Code	Description	PREREQUISITES	Credits
IT 105	Business Application Essentials	None	3
HA 140	Introduction to Medical Coding	HC 126	3
EN 110	Composition and Literature	EN 109	3
MA 127	Quantitative Methods	Placement or MA 038 or MA 040	3
HC 108	Anatomy and Physiology	Placement in EN 109	3
	Total		**30**

SEMESTER 3

Course Code	Description	PREREQUISITES	Credits
AC 161	Principles of Accounting I	None	3
EN 205	Business Writing	EN 109 with advisement	3
HA 240	Medical Office Insurance and Billing Procedures	HA 140	3
Open Elective			3
LA	Liberal Arts Elective		3
	Total		**45**

SEMESTER 4

Course Code	Description	PREREQUISITES	Credits
HA 295	Concepts of Managed Care	HC 126 & HA 101 / HA 106	3
HA	Medical Administration Elective		3
HA	Medical Administration Elective		3
HC 214	Medical Office Procedure	HA 240 as a co-requisite	4
Open Elective			3
	Total		**61**

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

2013 -2014 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN MEDICAL ADMINISTRATION
(for students starting the major in Fall 2013 and later)

COURSES	CREDITS
MAJOR REQUIREMENTS (31 credits)	
Health Office Associate Requirements (25 credits)	
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. HA 245 Electronic Health Records	**3**
7. AC 161 Principles of Accounting I	**3**
8. HC214 Medical Office Procedures	**4**
Major Area Elective (6 credits)*	
1.	**3**
2.	**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 118 Integrated Business Applications	**3**
OPEN ELECTIVES (6 credits)	
1.	**3**
2.	**3**
TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)	**61**

2013 -2014 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN MEDICAL ADMINISTRATION
(for students starting the major in Fall 2013 and later)

SEMESTER 1

Course Code	Description	PREREQUISITES	Credits
HA 101	Introduction to Health Care	None	3
HC 126	Medical Terminology	Placement in EN 109	3
EN 109	Expository Writing	Placement or EN 068 or EN 070	3
IT 118	Integrated Business Applications	None	3
LA	Liberal Arts Elective	None	3
	Total		**15**

SEMESTER 2

Course Code	Description	PREREQUISITES	Credits
HA 245	Electronic Health Records	HA 101 or HA 106	3
HA 140	Introduction to Medical Coding	HC 126	3
EN 110	Composition and Literature	EN 109	3
MA 127	Quantitative Methods	Placement or MA 038 or MA 040	3
HC 108	Anatomy and Physiology	Placement in EN 109	3
	Total		**30**

SEMESTER 3

Course Code	Description	PREREQUISITES	Credits
AC 161	Principles of Accounting I	None	3
EN 205	Business Writing	EN 109 with advisement	3
HA 240	Medical Office Insurance and Billing Procedures	HA 140	3
Open Elective			3
LA	Liberal Arts Elective		3
	Total		**45**

SEMESTER 4

Course Code	Description	PREREQUISITES	Credits
HA 295	Concepts of Managed Care	HC 126 & HA 101 / HA 106	3
HA	Medical Administration Elective		3
HA	Medical Administration Elective		3
HC 214	Medical Office Procedure	HA 140; HA 240 as a suggested co-requisite	4
Open Elective			3
	Total		**61**

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

2013 -2014 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BBA IN HEALTH SERVICES ADMINISTRATION
(for students starting the major before Fall 2013)

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 **OR** HA 106 Contemporary Health Issues **OR** PT 101 Pharmacy Fundamentals	3	2.	3
2. HA 295 Concepts of Managed Care	3	***General Education (33 credits) of which twelve (12) credits must be in English***	
3. HC 126 Medical Terminology	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. EN _____	3
7. HA 435 Performance Improvement in Healthcare	3	5.	3
8. HA 440 Health Care Finance	3	6.	3
9. HA 445 Public Health Systems	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)**	

2013 -2014 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BBA IN HEALTH SERVICES ADMINISTRATION
(for students starting the major before Fall 2013)

BBA SEMESTER 1

Course Code	Description	Prerequisites	Credits
HA 301	Management in Health Care I	HC 126 & HA 101 / HA 106 / PT 101 & Completion of 45 credits	3
HA	Major Area Elective		3
IT 115	Electronic Spreadsheet Applications	IT 100 or IT 103	3
MG	Business Elective		3
MG	Business Elective		3
	Total		**15**

BBA SEMESTER 2

Course Code	Description	Prerequisites	Credits
HA 302	Management in Health Care II	HA 301	3
HA 435	Performance Improvement in Health Care	HA 301	3
MA 135	Statistical Applications	Placement or MA 127 or MA 130	3
HA 330	Ethical and Legal Issues	HA 301	3
LA	Liberal Arts Elective		3
	Total		**30**

BBA SEMESTER 3

Course Code	Description	Prerequisites	Credits
HA 440	Health Care Finance	HA 301 & AC 161	3
HA 445	Public Health Systems	HA 301 & MA 135	3
HA	Major Area Elective		3
MG	Business Elective		3
MG	Business Elective		3
	Total		**45**

BBA SEMESTER 4

Course Code	Description	Prerequisites	Credits
HA 450	Research Methodologies in Health Care	Capstone: Final Semester BBA	3
HA	Major Area Elective		3
EN	English Elective		3
LA	Liberal Arts Elective		3
Open Elective			3
	Total		**60**

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

2013 -2014 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BBA IN HEALTH SERVICES ADMINISTRATION
(for students starting the major in Fall 2013 and later)

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 **OR** HA 106 Contemporary Health Issues **OR** PT 101 Pharmacy Fundamentals	3	2.	3
2. HA 295 Concepts of Managed Care	3	***General Education (33 credits) of which twelve (12) credits must be in English***	
3. HC 126 Medical Terminology	3	1. EN _____	3
4. HA 301 Management in Health Care	3	2. EN _____	3
5. HA 310 Continuum of Health Care	3	3. EN _____	3
6. HA 315 Cultural Competency in Health Care	3	4. EN _____	3
7 HA 330 Ethical and Legal Issue	3	5.	3
8. HA 435 Performance Improvement in Healthcare	3	6.	3
9 HA 440 Health Care Finance	3	7.	3
10. HA 470 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)**	

2013 -2014 ACADEMIC YEAR
RECOMMENDED SEQUENCE
BBA IN HEALTH SERVICES ADMINISTRATION
(for students starting the major in Fall 2013 and later)

BBA SEMESTER 1

Course Code	Description	Prerequisites	Credits
HA 301	Management in Health Care I	HC 126 & HA 101 / HA 106 / PT 101 & Completion of 45 credits	3
HA	Major Area Elective		3
IT 115	Electronic Spreadsheet Applications	IT 100 or IT 103	3
MG	Business Elective		3
MG	Business Elective		3
	Total		**15**

BBA SEMESTER 2

Course Code	Description	Prerequisites	Credits
HA 310	Continuum of Health Care	HA 301	3
HA 435	Performance Improvement in Health Care	HA 301	3
MA 135	Statistical Applications	Placement or MA 127 or MA 130	3
HA 330	Ethical and Legal Issues	HA 301	3
LA	Liberal Arts Elective		3
	Total		**30**

BBA SEMESTER 3

Course Code	Description	Prerequisites	Credits
HA 440	Health Care Finance	HA 301 & AC 161	3
HA 315	Cultural Competency in Health Care	HA 301	3
HA	Major Area Elective		3
MG	Business Elective		3
MG	Business Elective		3
	Total		**45**

BBA SEMESTER 4

Course Code	Description	Prerequisites	Credits
HA 470	Research Methodologies in Health Care	Capstone: Final Semester BBA	3
HA	Major Area Elective		3
EN	English Elective		3
LA	Liberal Arts Elective		3
Open Elective			3
	Total		**60**

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

2013 -2014 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

2013 -2014 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN PUBLIC HEALTH
(for students starting the major before Fall 2013)

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. PH 396 Field Experience in Public Health Highly Recommended	**3**
OTHER REQUIREMENT AND OPEN ELECTIVES (12 CREDITS)	
1. IT 103	**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	

2013 -2014 ACADEMIC YEAR RECOMMENDED SEQUENCE BS IN PUBLIC HEALTH (for students starting the major before Fall 2013)

BS SEMESTER 1

Course Code	Description	Prerequisites	Credits
PH 111	Public Health and Epidemiology I	HA 101/ HA 106 & HC 126 & MA 127 as a co-requisite	3
PH 255	Health and Human Behavior	HA106 / HA 101 & LA 101 / LA 102	3
PH 206	Contemporary Health Issues	HA106 / HA 101	3
LA	Major, Open or Regular Liberal Arts Elective		3
LA	Major, Open or Regular Liberal Arts Elective		3
	Totals		**15**

BS SEMESTER 2

Course Code	Description	Prerequisites	Credits
PH 211	Public Health and Epidemiology II	PH 111, MA 135 as a co-requisite	3
PH 380	Health Programs Administration	HA 206 / PH 206	3
MA 135	Statistical Applications	Placement or MA 127 or MA 130	3
LA	Major, Open or Regular Liberal Arts Elective		3
LA	Major, Open or Regular Liberal Arts Elective		3
	Totals		**30**

BS SEMESTER 3

Course Code	Description	Prerequisites	Credits
PH 420	Community Health Program Planning	PH 206 & PH 255	3
PH 370	Environmental Health Issues	HC 126 & HA 101 / HA 106	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
	Totals		**45**

BS SEMESTER 4

Course Code	Description	Prerequisites	Credits
PH 480	Research Methods in Public Health	PH 420 & MA 135 / MA 145	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
	Totals		**60**

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

****Students considering employment with the Department of Health are required to complete three Sciences courses with their associated laboratories from the list below:**

SC 120 and SC 120L – Biology with Laboratory
SC 130 and SC 130L – Chemistry with Laboratory
SC 114 and SC 114L – Anatomy and Physiology I with Laboratory
SC 116 and SC 116L – Anatomy and Physiology II with Laboratory
SC 118 and SC 118L – Microbiology with Laboratory

2013 -2014 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
BS IN PUBLIC HEALTH
(for students starting the major in Fall 2013 and later)

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 470 Research Methods in Health Care	**3**
MAJOR AREA ELECTIVES (15 CREDITS)	
1.	
2.	**3**
3.	**3**
4.	**3**
5.	**3**
6. PH 396 Field Experience in Public Health Highly Recommended	**3**
OTHER REQUIREMENT AND OPEN ELECTIVES (12 CREDITS)	
1. IT 103	**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	

2013 -2014 ACADEMIC YEAR RECOMMENDED SEQUENCE BS IN PUBLIC HEALTH (for students starting the major in Fall 2013 and later)

BS SEMESTER 1

Course Code	Description	Prerequisites	Credits
PH 111	Public Health and Epidemiology I	HA 101/ HA 106 & HC 126 & MA 127 as a co-requisite	3
PH 255	Health and Human Behavior	HA106 / HA 101 & LA 101 / LA 102	3
PH 206	Contemporary Health Issues	HA106 / HA 101	3
LA	Major, Open or Regular Liberal Arts Elective		3
LA	Major, Open or Regular Liberal Arts Elective		3
	Totals		**15**

BS SEMESTER 2

Course Code	Description	Prerequisites	Credits
PH 211	Public Health and Epidemiology II	PH 111, MA 135 as a co-requisite	3
PH 380	Health Programs Administration	HA 206 / PH 206	3
MA 135	Statistical Applications	Placement or MA 127 or MA 130	3
LA	Major, Open or Regular Liberal Arts Elective		3
LA	Major, Open or Regular Liberal Arts Elective		3
	Totals		**30**

BS SEMESTER 3

Course Code	Description	Prerequisites	Credits
PH 420	Community Health Program Planning	PH 206 & PH 255	3
PH 370	Environmental Health Issues	HC 126 & HA 101 / HA 106	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
	Totals		**45**

BS SEMESTER 4

Course Code	Description	Prerequisites	Credits
PH 470	Research Methods in Health care	PH 420 & MA 135 / MA 145	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
	Totals		**60**

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

****Students considering employment with the Department of Health are required to complete three Sciences courses with their associated laboratories from the list below:**

SC 120 and SC 120L – Biology with Laboratory
SC 130 and SC 130L – Chemistry with Laboratory
SC 114 and SC 114L – Anatomy and Physiology I with Laboratory
SC 116 and SC 116L – Anatomy and Physiology II with Laboratory
SC 118 and SC 118L – Microbiology with Laboratory

2013 -2014 ACADEMIC YEAR
CURRICULUM REVIEW WORKSHEET
AAS IN MEDICAL ASSISTING

COURSES	CREDITS
MAJOR REQUIREMENTS (34 credits)	
Medical Assisting Requirements (34 Credits)	
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 Office Procedures (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)	64

2013 -2014 ACADEMIC YEAR RECOMMENDED SEQUENCE AAS IN MEDICAL ASSISTING

SEMESTER 1

Course Code	Description	Prerequisites	Credits
HA 106	Introduction to Contemporary Health Issues	None	3
EN 109	Expository Writing	Placement or EN 068 or EN 070	3
IT 103	Introduction to Information Processing	None	3
LA	Liberal Arts Elective	None	3
LA	Liberal Arts Elective (Psychology)		3
	Total		**15**

SEMESTER 2

Course Code	Description	Prerequisites	Credits
HC 126	Medical Terminology	Placement in EN 109	3
HC 108	Anatomy and Physiology	Placement in EN 109	3
EN 110	Composition and Literature	EN 109	3
MA 127	Quantitative Methods	Placement or MA 038 or MA 040	3
	Total		**27**

SEMESTER 3

Course Code	Description	Prerequisites	Credits
HC 105	Medical Assisting I (3 hrs. Lecture + 3 hrs. Lab)	HC 126	4
HC 180	Medical Coding & Billing for Medical Assisting	HC 126	4
EN 205	Business Writing	EN 109	3
Open	Open Elective		3
	Total		**41**

SEMESTER 4

Course Code	Description		Credits
HC 110	Medical Assisting II (3 hrs. Lecture + 3 hrs. Lab)	HC 108 & HC 105	4
HC 210	Clinical Laboratory Procedures (2hrs. lecture + 2 hrs. Lab)	HC 108 & HC 105	4
HC 230	Phlebotomy & EKG (2hrs. lecture + 2 hrs. Lab)	HC 108 & HC 105	4
	Total		**53**

SEMESTER 5

Course Code	Description		Credits
HC 214	Medical Office Procedures (3 hrs. Lecture + 3 hrs. Lab)	HC 110 or HA 140	4
HC 292	Medical Assistant Practicum (offsite clinical)	HC 110, HC 210, HC 230 & HC 214 is a co-requisite	4
Open	Open Elective		3
	Total		**64**

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

2013 -2014 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN PHARMACY TECHNICIAN

COURSES	CREDITS
MAJOR REQUIREMENTS (33 credits)	
Pharmacy Technician Requirements (33 Credits)	
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)	63

2013 -2014 ACADEMIC YEAR
RECOMMENDED SEQUENCE
AAS IN PHARMACY TECHNICIAN

SEMESTER 1

Course Code	Description	Prerequisites	Credits
PT 101	Pharmacy Fundamentals	None	3
HC 126	Medical Terminology	Placement in EN 109	3
HC 108	Anatomy and Physiology	Placement in EN 109	3
IT 103	Introduction to Information Processing	None	3
	Totals		**12**

SEMESTER 2

Course Code	Description	Prerequisites	Credits
PT 125	Pharmacy Practice I (2hrs. lecture + 2 hrs. Lab)	HC 126 & PT 101	3
EN 109	Expository English	Placement or EN 068 or EN 070	3
MA 127	Quantitative Methods	Placement or MA 038 or MA 040	3
LA	Liberal Arts Elective		3
	Totals		**24**

SEMESTER 3

Course Code	Description	Prerequisites	Credits
EN 110	Composition and Literature	EN 109	3
PT 150	Pharmaceutical Calculations	MA 127	3
HC 220	Pharmacology I	HC 108 & HC 126	3
PT 225	Pharmacy Practice II (2hrs. lecture + 2 hrs. Lab)	PT 125	3
			36

SEMESTER 4

Course Code	Description	Prerequisites	Credits
PT 208	Principles of Sterile Medication Preparation (2hrs. lecture + 2 hrs. Lab)	PT 125 & MA 127	4
PT 250	Pharmaceutical Compounding and Dispensing (2hrs. lecture + 2 hrs. Lab)	PT 150 & HC 220	4
EN 205	Business Writing	EN 109 with advisement	3
Open	Open Elective		3
	Totals		**50**

SEMESTER 5

Course Code	Description	Prerequisites	Credits
HC 320	Pharmacology II	HC 220	3
PT 295	Pharmacy Technician Practicum	HC 220 & PT 225 / Last Semester	4
LA	Liberal Arts Elective		3
Open	Open Elective		3
	Totals		**63**

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