

**2017 - 2018 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  
Diagnostic Medical Sonography**

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

## 2017 - 2018 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN MEDICAL ADMINISTRATION

COURSES	CREDITS
<b>MAJOR REQUIREMENTS (31 credits)</b>	
<i>Medical Administration Requirements (28 credits)</i>	
1. HA 101 Introduction to Health Care	<b>3</b>
2. HC 126 Medical Terminology	<b>3</b>
3. HA 140 Introduction to Medical Coding	<b>3</b>
4. HA 240 Medical Office Billing, Operations and Procedures	<b>3</b>
5. HA 295 Concepts of Managed Care	<b>3</b>
6. HA 245 Electronic Health Record	<b>3</b>
7. AC 161 Principles of Accounting I	<b>3</b>
8. HC 214 Medical Office Procedures	<b>4</b>
<i>Major Area Elective (6 credits)*</i>	<b>3</b>
1.	<b>3</b>
2.	<b>3</b>
*Any course with a prefix of IT, HA, HC or PH HA 290 Internship, <b>Strongly Recommended</b>	
<b>GENERAL EDUCATION REQUIREMENTS (24 credits)</b>	
1. Mathematics	<b>3</b>
2. EN 111 College Writing and Critical Analysis	<b>3</b>
3. EN 121 Analytical Thinking, Writing and Research	<b>3</b>
4. EN 206 Professional Writing and Presentation	<b>3</b>
5. HC 108 Anatomy and Physiology	<b>3</b>
6. LA 122 Fundamentals of Communication	<b>3</b>
7. Liberal Arts or Social Science	<b>3</b>
8. IT 115 Electronic Spreadsheet	<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>	<b>61</b>

## 2017 - 2018 ACADEMIC YEAR RECOMMENDED SEQUENCE AAS IN MEDICAL ADMINISTRATION

**SEMESTER 1**

Course Code	Description	PREREQUISITES	Credits
HA 101	Introduction to Health Care	None	3
HC 126	Medical Terminology	Placement in EN 111	3
EN 111	College Writing and Critical Analysis	Placement or EN 068 or EN 070	3
IT 115	Electronic Spreadsheet	None	3
LA 122	Fundamentals of Communication	None	3
<b>Total</b>			<b>15</b>

**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 121	Analytical Thinking, Writing and Research	EN 111	3
MA 115	Quantitative Reasoning	Placement or MA 038 or MA 040	3
HC 108	Anatomy and Physiology	Placement in EN 111	3
<b>Total</b>			<b>30</b>

**SEMESTER 3**

Course Code	Description	PREREQUISITES	Credits
AC 161	Principles of Accounting I	None	3
EN 206	Professional Writing and Presentation	EN 121	3
HA 240	Medical Office Insurance and Billing Procedures	HA 140	3
Open Elective			3
LA	Liberal Arts Elective		3
<b>Total</b>			<b>45</b>

**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	4
Open Elective			3
<b>Total</b>			<b>61</b>

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

**2017 - 2018 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>	
<b>Health Services Admin. Requirements (33 Credits)</b>		1. IT 115	3
1. HA 101 Introduction to Health Care <b>OR</b> HA 106 Contemporary Health Issues	3	2.	3
2. HA 295 Concepts of Managed Care	3	<b>General Education (33 credits) of which twelve (12) credits must be in English</b>	
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 390 HSA Internship I			
11. HA 470 Research Methodologies in Healthcare	3	8.	3
	3	9.	3
<b>Major Area Electives (15 credits)</b>		10. MA _____	3
1.	3	11. MA _____	3
2.	3		
3.	3	<b>Open Electives (21 credits)</b>	
4.	3	1.	3
5.	3	2.	3
		3.	3
<b>Business Electives (12 credits)</b>		4.	3
1.AC 161	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>	

## 2017 - 2018 ACADEMIC YEAR RECOMMENDED SEQUENCE BBA IN HEALTH SERVICES ADMINISTRATION

**BBA SEMESTER 1**

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

**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 115 or MA 130	3
HA 330	Ethical and Legal Issues	HA 301	3
LA	Liberal Arts Elective		3
<b>Total</b>			<b>30</b>

**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
<b>Total</b>			<b>45</b>

**BBA SEMESTER 4**

Course Code	Description	Prerequisites	Credits
HA 470	Research Methodologies in Health Care	Capstone: Final Semester BBA; MA 135	3
HA	Major Area Elective		3
EN	English Elective		3
LA	Liberal Arts Elective		3
Open Elective			3
<b>Total</b>			<b>60</b>

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

## **2017 - 2018 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

## 2017 - 2018 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET BS IN PUBLIC HEALTH

COURSES	CREDITS
<b>MAJOR AREA COURSES AND OPEN ELECTIVE REQUIREMENTS (60 CREDITS)</b>	
<b>REQUIRED MAJOR AREA COURSES (30 CREDITS)</b>	
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. HA 470 Research Methods in Healthcare	3
10. PH 396 Field Experience in Public Health	3
<b>MAJOR AREA ELECTIVES (15 CREDITS)</b>	
1.	3
2.	3
3.	3
4.	3
5.	3
<i>OTHER REQUIREMENT AND OPEN ELECTIVES (15 CREDITS)</i>	
1. IT 115	3
2.	3
3.	3
4.	3
5.	3
<b>TOTAL CREDITS TAKEN:</b>	
<b>(MUST EQUAL AT LEAST 60 CREDITS AND AT LEAST 20 COURSES)</b>	

COURSES	CREDITS
<b>LIBERAL ARTS REQUIRED AND ELECTIVE COURSES (60 CREDITS)</b>	
<b>LIBERAL ARTS COURSES (45 CREDITS)</b>	
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 214 Developmental Psychology	3
8. LA 108 Abnormal Psychology	3
9. LA 122 Fundamentals of Communications	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
<b>LIBERAL ARTS ELECTIVES ( 6 CREDITS)</b>	
1.	3
2.	3
<b>MAJOR RELATED LIBERAL ARTS ELECTIVES (9)</b>	
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 Behavior; Psychological Disorders of Childhood; HIV/AIDS in Society; Global Health Social Issues; Race, Ethnicity and Health; Child Abuse; Juvenile Delinquency; Maternal and Child Health	
<b>TOTAL OTHER CREDITS TAKEN:</b>	
(MUST EQUAL AT LEAST 60 CREDITS & AT LEAST 20 COURSES)	
<b>TOTAL CREDITS MUST EQUAL AT LEAST 120</b>	

## 2017 - 2018 ACADEMIC YEAR RECOMMENDED SEQUENCE BS IN PUBLIC HEALTH

**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
<b>Totals</b>			<b>15</b>

**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	PH 206	3
MA 135	Statistical Applications	Placement or MA 130 or MA 115	3
IT 115	Electronic Spreadsheet		3
LA	Major, Open or Regular Liberal Arts Elective		3
<b>Totals</b>			<b>30</b>

**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
<b>Totals</b>			<b>45</b>

**BS SEMESTER 4**

Course Code	Description	Prerequisites	Credits
HA 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
<b>Totals</b>			<b>60</b>

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



## 2017 - 2018 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN MEDICAL ASSISTING

COURSES	CREDITS
<b>MAJOR REQUIREMENTS (34 credits)</b>	
<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 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
<b>GENERAL EDUCATION REQUIREMENTS (24 credits)</b>	
1. Mathematics	3
2. EN 111 College Writing and Critical Analysis	3
3. EN 121 Analytical Thinking, Writing and Research	3
4. EN 206 Professional Writing and Presentation	3
5. HC-108 Anatomy and Physiology	3
6. Liberal Arts Elective	3
7. Liberal Arts Elective	3
8. IT 115 Electronic Spreadsheet	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>	64

## 2017 - 2018 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 111	College Writing and Critical Analysis	Placement or EN 068 or EN 070	3
IT 115	Electronic Spreadsheet	None	3
LA 122	Fundamentals of Communication	None	3
LA	Liberal Arts Elective (Psychology)		3
<b>Total</b>			<b>15</b>

**SEMESTER 2**

Course Code	Description	Prerequisites	Credits
HC 126	Medical Terminology	Placement in EN 111	3
HC 108	Anatomy and Physiology	Placement in EN 111	3
EN 121	Analytical Thinking, Writing and Research	EN 111	3
MA 115	Quantitative Reasoning	Placement or MA 038 or MA 040	3
<b>Total</b>			<b>27</b>

**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 206	206 Professional Writing and Presentation	EN 121	3
Open	Open Elective		3
<b>Total</b>			<b>41</b>

**SEMESTER 4**

Course Code	Description	Prerequisites	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
<b>Total</b>			<b>53</b>

**SEMESTER 5**

Course Code	Description	Prerequisites	Credits
HC 214	Medical Office Procedures (3 hrs. Lecture + 3 hrs. Lab)	HC 110 or HA 140 HC 240 is a co-requisite	4
HC 292	Medical Assistant Practicum (offsite clinical)	HC 110, HC 210, HC 230 &	4
Open	Open Elective		3
<b>Total</b>			<b>64</b>

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

## 2017 - 2018 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN DIAGNOSTIC MEDICAL SONOGRAPHY

COURSES	CREDITS
<b>MAJOR REQUIREMENTS (55 credits)</b>	
<i>Diagnostic Medical Sonography Requirements (55 Credits)</i>	
DS 101 Introduction to Patient Care and Sonography	3
DS 105 Principles of Imaging	2
DS 170 Abdominal Sonography I	3
DS 180 OB/GYN Sonography I	3
DS 240 Clinical Internship I	2
SC 135 Cross Sectional Anatomy	3
SC 145 Ultrasound Physics	4
DS 171 Abdominal Sonography II	3
DS 181 OB/GYN Sonography II	3
DS 241 Clinical Internship II	3
DS 190 Echocardiography I	3
DS 191 Echocardiography II	3
DS 160 Vascular Imaging	3
DS 242 Clinical Internship III	3
SC 114 Anatomy and Physiology I	3
SC 114L Anatomy and Physiology I Lab	1
SC 116 Anatomy and Physiology II	3
SC 116L Anatomy and Physiology II Lab	1
HC 208 Pathophysiology	3
HA 126 Medical Terminology	3
<b>GENERAL EDUCATION REQUIREMENTS (26 Credits)</b>	
MA 115 Quantitative Reasoning	3
LA 101 Introduction to Psychology	3
EN 111 College Writing and Critical Analysis	3
LA 122 Fundamentals of Communication	3
<b>TOTAL CREDITS: (Must Equal at least 60 credits and at least 18 courses)</b>	<b>67</b>

## 2017 - 2018 ACADEMIC YEAR RECOMMENDED SEQUENCE AAS IN DIAGNOSTIC MEDICAL SONOGRAPHY

**SEMESTER 1**

Course Code	Description	Prerequisites	Credits
SC 114	Anatomy and Physiology I		3
SC 114L	Anatomy and Physiology I Lab		1
MA 115	Quantitative Reasoning		3
DS 101	Introduction to Patient Care and Sonography		3
DS 105	Principles of Imaging		2
DS 170	Abdominal Sonography I	DS 105	3
DS 180	OB/GYN Sonography I	DS 105	3
	<b>Total</b>		<b>18</b>

**SEMESTER 2**

Course Code	Description	Prerequisites	Credits
SC 116	Anatomy and Physiology II	SC 114	3
SC 116L	Anatomy and Physiology II Lab	SC 114L	1
DS 240	Clinical Internship I	DS 170/DS 180	2
SC 135	Cross Sectional Anatomy	SC 114, SC 114L	3
SC 145	Ultrasound Physics		4
DS 171	Abdominal Sonography II	DS 170	3
DS 181	OB/GYN Sonography II	DS 180	3
	<b>Total</b>		<b>37</b>

**SEMESTER 3**

Course Code	Description	Prerequisites	Credits
LA 101	Introduction to Psychology		3
EN 111	College Writing and Critical Analysis		3
DS 241	Clinical Internship II	DS 240	3
DS 190	Echocardiography I	DS 105	3
DS 191	Echocardiography II	DS 190	3
DS 160	Vascular Imaging	DS 105	3
	<b>Total</b>		<b>55</b>

**SEMESTER 4**

Course Code	Description	Prerequisites	Credits
HC 208	Pathophysiology	SC 114/SC 114L	3
LA 122	Fundamentals of Communication		3
DS 242	Clinical Internship III	DS 241	3
HC 126	Medical Terminology		3
	<b>Total</b>		<b>67</b>