

ASHCA: Associates of Science in Healthcare Administration : Medical Office Administrator Track

NECB-Associate of Science in Healthcare Administration		
ASHCA General Education Curriculum		25 Credits
ENG 101; ENG 201	English – 2 courses	6
INF101	Information Literacy	3
PHI101	Critical Thinking	3
HUM, ART	Humanities or Fine Arts	3
(select one)	Mathematics – Select 1 courses	3
SCI 280	Natural Science – 1 course	4
(Select one)	Social Science- 1 course	3
Healthcare Administration Core Course Curriculum – 7Courses		21 Credits
ACC 201	Accounting I (Prerequisite: MAT103 Business Math)	3
MGM 201	Principles of Management	3
MGM 225	Human Resource	3
MIS205 or ACC206	Management Information Systems or Accounting Information Systems	3
HCA101	Medical Terminology	3
HCA150	Essentials In US Healthcare	3
HCA210	Medical Law and Ethics	3
Track: Medical Office Administrator – 4 Courses		15 Credits
MED150	Introduction to Medical Coding	3
MED160	Medical Office Procedures	3
MED180	Medical Billing & Reimbursement	3
MED184	Medical Insurance Procedures	3
MED200	Electronic Health Informaiton Systems	3
Associate of Science in Healthcare Administration: Medical Office Administrator Track		61 Credits