



# Program Planning Guide

## Healthcare Administration Certificate (C25310HA)

**Program Length:** 2 semesters

**Program Sites:** Lee Main Campus - Day; Harnett Main Campus - Day; Online

**Career Pathway Options:** Associate in Applied Science Degree in Medical Office: Healthcare Administration

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
<b>1st Semester (fall)</b>						
OST 148	Medical Coding Billing & Insurance	3	0	0	3	
OST 141	Medical Terms I	3	0	0	3	
OST 142	Medical Terms II	3	0	0	3	
	<b>Total Semester Hours</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	
<b>2nd Semester (spring)</b>						
HMT 110	Intro to Healthcare Mgmt	3	0	0	3	
HMT 212	Mgt OF Healthcare Org	3	0	0	3	
OST 149	Medical Legal Issues	3	0	0	3	
	<b>Total Semester Hours</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	
<b>Total Semester Hours Credit Required for Graduation: 18</b>						