



Program Planning Guide

Healthcare Administration Associate in Applied Science Degree (A25310HA)

Program Length: 5 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:
1st Semester (fall)						
ACA 122	College Student Success	0	2	0	1	
OST 136	Word Processing	2	2	0	3	
OST 141	Medical Terms I	3	0	0	3	
OST 142	Medical Terms II	3	0	0	3	
OST 164	Office Editing	3	0	0	3	
	Total Semester Hours	11	4	0	13	
2nd Semester (spring)						
BUS 153	Human Resource Mgmt	3	0	0	3	
ENG 111	Writing & Inquiry	3	0	0	3	
HMT 110	Intro to Healthcare Mgmt	3	0	0	3	
	Social/Behavioral Science Requirement	3	0	0	3	
	Mathematics Requirement	2	2	0	3	
	Total Semester Hours	14	2	0	15	
3rd Semester (summer)						
OST 149	Medical Legal Issues	3	0	0	3	
OST 289	Office Admin Capstone	2	2	0	3	
	Total Semester Hours	5	2	0	6	



4th Semester (fall)						
ACC 120	Prin of Financial Accounting	3	2	0	4	
HMT 211	Long-Term Care Admin	3	0	0	3	
OST 137	Office Software Applications	2	2	0	3	
OST 148	Medical Coding Billing & Insurance	3	0	0	3	
Humanities/Fine Arts Requirement		3	0	0	3	
Total Semester Hours		14	4	0	16	
5th Semester (spring)						
CTS 130	Spreadsheets	2	2	0	3	
HMT 212	Mgt OF Healthcare Org	3	0	0	3	
OST 184	Records Management	2	2	0	3	
OST 243	Medical Office Simulation	2	2	0	3	
WBL 111	Work-Based Learning I	0	0	10	1	
Communications Requirement		3	0	0	3	
Total Semester Hours		12	6	10	16	
Total Semester Hours Credit Required for Graduation: 66						