

**BUSINESS MANAGEMENT:
Healthcare Administration Specialization**

Associate of Applied Science Degree

AL, AN, LO, MA, WO

Purpose: This curriculum is designed for persons who seek employment as a supervisor, manager or assistant manager in a physician's office or other medical practice. The program of study blends training in the principles of business operations, management, and healthcare administration, to include marketing, human resource management, reimbursement, accreditation standards, legal issues, and computer applications. A graduate of this program will be prepared for an entry-level position in the healthcare industry and will have the overall academic preparation needed to make it possible to advance to a higher-level position along with further education.

Recommended Preparation: The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

*The HIM courses in this degree are only offered at the Medical Education Campus or through ELI.

Two Years		Credits
1st Semester		
ACC	211 Principles of Accounting I	3
BUS	100 Introduction to Business	3
ENG	111 College Composition I	3
HIM	100 Introduction to the Health Care Delivery System	1
HIM	141 Fundamentals of Health Information Systems I	3
¹ MTH	151 Mathematics for the Liberal Arts I	3
SDV	Elective	<u>1</u>
	Total	17
2nd Semester		
BUS	200 Principles of Management	3
ENG	116 Writing for Business	3
HIM	111 Medical Terminology I	3
HIM	142 Fundamentals of Health Information Systems II	3
MKT	201 Intro. to Marketing	3
² _____	Social Science Elective	<u>3</u>
	Total	18
3rd Semester		
³ BUS	125 Applied Business Mathematics	3
BUS	201 Organizational Behavior	3
BUS	241 Business Law I	3
⁴ ECO	120 Survey of Economics	3
HIM	220 Health Statistics	2
⁵ SPD	Elective	<u>3</u>
	Total	17
4th Semester		
BUS	202 Applied Management Principles or BUS 242 Business Law II	3
BUS	205 Human Resource Management	3
FIN	215 Financial Management	3
HIM	200 Survey of Health Care Administration	3
⁶ _____	Humanities/Fine Arts Elective	3
⁷ PED	116 Lifetime Fitness & Wellness	1
⁷ PED/RPK	Elective	<u>1</u>
	Total	17

Total credits for the A.A.S. Degree in Business Management with a Specialization in Healthcare Administration = 69.

Check course descriptions in this catalog for requirements regarding placement tests and/or prerequisites.

¹ Students may substitute a higher-level math. Consult a faculty advisor for appropriate selection.

² The social science elective may be selected from the social/behavioral sciences courses listed under General Education Electives.

³ Students considering transfer should consult a faculty advisor.

⁴ Students considering transfer may take ECO 201 or ECO 202 after consulting a faculty advisor.

⁵ The SPD elective may be selected from the following: SPD 100, 110, 115, 126, 227 or 229.

⁶ Humanities/fine arts elective may be selected from the humanities/fine arts courses listed under General Education Electives.

⁷ The PED requirement may be met by one of the following options: PED 116, 2 cr.; PED 116, 1 cr. plus a PED activities course, 1 cr.; or PED 116, 1 cr. plus RPK activities course. PED 116 is offered as both a 1-credit and a 2-credit course.