



Associate in Science in Healthcare Office Administration (60 Credit Hours) 2018 – 2019 Program Curriculum Guide

This is an UNOFFICIAL document which can be used as a guide for students pursuing this academic degree program. The official program of study, minimum grade and/or prerequisite requirements are published in the current university catalog. Students should contact their student success advisor with any questions.

Area I: Health Office Administration Health Component		Credit Hours	Met
A. Health Sciences Core			
BSC1073	Introduction to Anatomy and Physiology	3	
HSC1531	Medical Terminology	3	
Total Health Sciences Core		6	
B. Healthcare Office Administration Core			
GEB1011	Introduction to Business	3	
HSA1100	Introduction to Healthcare Services	3	
HSA1190	Introduction to Healthcare Information Technology	3	
MAR2011	Principles of Marketing	3	
ECO2013	Macroeconomics	3	
ENT2020	Small Business Management	3	
ACG2021	Introduction to Financial Accounting	3	
MAN2021	Principles of Management	3	
FIN2100	Personal Finance	3	
HSA2172	Reimbursement & Revenue Cycle Management	3	
Total Healthcare Office Administration Core		30	

Area II: General Education Component		Credit Hours	Met
CGS1100	Computer Applications	3	
ENC1101	English Composition I	3	
SLS1103	College Developmental Skills	3	
MGF1106	College Mathematics I	3	
	Humanities or Fine Arts	3	
	Social or Behavioral Science	3	
Total General Education Component		18	
Area III: Elective Component			
Elective		3	
Elective		3	
Total Elective Component		6	
Total Semester Hours Required for Graduation		60	

Once enrolled, please log into the MyHUgo portal and check "My Progress" in the student planning module of HU Self-Service. Please contact the Office of Student Success if you have any questions and refer to the University Catalog for degree requirements.



**Associate in Science in Healthcare Office Administration (60 Credit Hours)
2018 – 2019 Optimum Sequence of Course Work**

The following course sequences are formatted to help ensure the most direct path to program completion. Deviation may add to the overall time to complete the degree, as many courses require prerequisites and/or are not offered every session. It is important for students to follow the optimum sequence of coursework as suggested by their student success advisor.

1 st Year – Session One		Credits	Met	1 st Year – Session Two		Credits	Met	1 st Year – Session Three		Credits	Met
SLS1103	College Developmental Skills	3		CGS1100	Computer Applications	3		ACG2021	Introduction to Financial Accounting	3	
ENC1101	English Composition I	3		MAN2021	Principles of Management	3		HSA1100	Introduction to Healthcare Services	3	
GEB1011	Introduction to Business	3		HSC1531	Medical Terminology	3			Humanities or Fine Arts	3	
MGF1106	College Mathematics I	3		ECO2013	Macroeconomics	3		BSC1073	Introduction to Anatomy & Physiology	3	
Total		12		Total		12		Total		12	

2 nd Year – Session Four		Credits	Met	2 nd Year – Session Five		Credits	Met
HSA1190	Introduction to Healthcare Information Technology	3		ENT2020	Small Business and Entrepreneurship	3	
HSA2172	Reimbursement & Revenue Cycle Management	3			Social or Behavioral Science	3	
MAR2011	Principles of Marketing	3			Elective	3	
	Elective	3		FIN2100	Personal Finance	3	
Total		12		Total		12	