



Healthcare Administration

Associate in Science

START here**1**

SEMESTER 1 – FALL	CREDITS	MILESTONE	COMPLETED
ENG 101 – English Composition I	3		<input type="checkbox"/>
PSY 101 – Intro to Psychology	3		<input type="checkbox"/>
CAP 101 – Computer Applications	3		<input type="checkbox"/>
MAS 101 – Medical Terminology	3		<input type="checkbox"/>
IDS 101 – First-Year Experience	1		<input type="checkbox"/>
IDS 106 – Career Exploration	1		<input type="checkbox"/>

TOTAL CREDITS 14

2

SEMESTER 2 – SPRING	CREDITS	MILESTONE	COMPLETED
ENG 102 – English Composition II	3		<input type="checkbox"/>
BIO 105 – Basic Anatomy & Physiology	3		<input type="checkbox"/>
MAT 177 – Statistics	3		<input type="checkbox"/>
BUS 110 – Intro to Business	3		<input type="checkbox"/>
AHP 104 – Medical Office Administration	3		<input type="checkbox"/>

TOTAL CREDITS 15

3

SEMESTER 3 – FALL	CREDITS	MILESTONE	COMPLETED
BUS 221 – Financial Accounting	4		<input type="checkbox"/>
ETH 101 – Ethics and Society	3		<input type="checkbox"/>
BIO 131 – General Biology	4		<input type="checkbox"/>
AHP 105 – Medical Coding I	3		<input type="checkbox"/>
IDS Elective	1		<input type="checkbox"/>

TOTAL CREDITS 15

4

SEMESTER 4 – SPRING	CREDITS	MILESTONE	COMPLETED
AHP 108 – Medical Coding II	3		<input type="checkbox"/>
AHP 220 – Healthcare Delivery Systems	3		<input type="checkbox"/>
AHP 225 – Healthcare Administration Internship	1		<input type="checkbox"/>
BUS 212 – Human Resource Management	3		<input type="checkbox"/>
Economics Elective	3		<input type="checkbox"/>
Free elective	3		<input type="checkbox"/>

TOTAL CREDITS 16

You've FINISHED!**Milestone Courses**

should be taken in the order shown. This will help you stay on track and graduate on time.

General Advising Notes

- AHP 104 is offered as an evening course in an accelerated nine-week format, Nov.-Jan. and March-May; online offering to be developed.
- Students who have completed the Medical Assisting Certificate will be able to substitute MAS 102 for AHP 104.
- AHP 105 is offered in an accelerated nine-week format on Saturdays, Jan.-March and May-July.
- AHP 108 is offered in an accelerated nine-week format on Saturdays, Jan.-March and May-July.
- AHP 220 and AHP 225 are only offered in the spring semester. AHP 220 is offered in the first half of the spring semester and AHP 225 is an internship in the second half of the spring semester.

Career and Transfer Outlook

- Graduates of the Healthcare Administration program are prepared to be employed on the business side of health care facilities such as hospitals, health insurance companies, long-term care facilities, rehabilitation centers and community-based clinics.
- Potential jobs include medical administration supervisor, medical coder, claim technician, revenue liaison, patient services.
- Students who complete this program are eligible to take the AAPC Certification exam to become a certified professional coder (CPC).

To learn more, call us at **1-800-818-3434**
 or visit **www.middlesex.mass.edu**