



Healthcare Administration Associate in Science

START here

1

SEMESTER 1 – FALL	CREDITS	MILESTONE	COMPLETED
ENG 101 – English Composition I	3		<input type="checkbox"/>
HIM 104 – Medical Office Administration (MM1)	3		<input type="checkbox"/>
MAT 177 - Statistics	3		<input type="checkbox"/>
MAS 101 – Medical Terminology (MM1)	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"/>
CAP 101 – Computer Applications	3		<input type="checkbox"/>
HIM 106 – Procedural Coding (MM1)	3		<input type="checkbox"/>
HIM 107 – Diagnostic Coding (MM1)	3		<input type="checkbox"/>
TOTAL CREDITS	15		

3

SEMESTER 3 – FALL	CREDITS	MILESTONE	COMPLETED
IDS Elective	1		<input type="checkbox"/>
Behavioral Science Elective (Recommend PSY 101)	3		<input type="checkbox"/>
BIO 131 – General Biology	4		<input type="checkbox"/>
ETH 102 – Business Ethics (preferred) OR EHT 101 – Ethics and Society	3		<input type="checkbox"/>
BUS 110 – Intro to Business	3		<input type="checkbox"/>
PHO 102 – Health Information and Technology (MM2)	3		<input type="checkbox"/>
TOTAL CREDITS	17		

4

SEMESTER 4 – SPRING	CREDITS	MILESTONE	COMPLETED
BUS 221 – Financial Accounting	4		<input type="checkbox"/>
HIM 220 – Healthcare Delivery Systems (MM1)	3		<input type="checkbox"/>
HIM 225 – Healthcare Administration Internship (MM2)	1		<input type="checkbox"/>
HIM 110 – Medical Billing and Insurance (MM2)	3		<input type="checkbox"/>
BUS 212 – Human Resource Management	3		<input type="checkbox"/>
TOTAL CREDITS	14		

You've FINISHED!

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

Helpful Hints

- Any substitutions for IDS courses should be social science elective
- This program is an option for any student who is enrolled in or has completed the Medical Billing/Coding Certificate, or are following either the Business Pathway or the Healthcare Pathway.
- Some of the courses are available online, and some courses are offered in 8 week minimester format.
- These courses coordinate with the other traditional 15 week course schedule.

Career and Transfer Outlook

- The research, conducted in conjunction with MCC Institutional Research, uncovered a strong demand for educated and experienced healthcare administration professionals.
- According to the Bureau of Labor Statistics, employment of medical and health services managers is projected to grow 28 percent through 2031.
- Graduates of the program will be qualified for employment as community health managers, health services managers, practice supervisors, long-term care supervisors, medical administrative assistants, scheduling coordinators, practice representatives, senior administrative associates, medical office coordinators, patient account representatives, transcription coordinators, etc.

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