

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES A A S DEGREE COMPLETION PROGRAM

Offered at HNL Online, DAL and SSA

Program Description:

The Health and Medical Administrative Services Associate of Applied Science Degree Completion program at The College of Health Care Professions was created to provide the student with a broad overview of the administrative aspects of healthcare. The focus of the program is to prepare students with general education and didactic theory necessary to bridge the gap from an allied health diploma level to the Associate of Applied Science degree. Courses also provide the students with the opportunity to demonstrate effective communication, customer relations and organizational and administrative skills. The program includes a Core Bridge Credit, five general education courses and three core courses. Upon completion of the program students are prepared to take advantage of future advancement within their current allied health vocation, meet updated job requirements or entry-level administrative positions with a fast track to higher level positions requiring a degree.

Program length: 32 additional weeks after the completion of a 900-hour allied health certificate or diploma program.

Delivery Method: HNL-Full Distance Education, SSA and DAL- Blended Education

Program Outline

<u>General Education Requirements</u>		<u>Credits</u>
POFT103	Interpersonal Communication Skills	3.0
ENGL101	English Composition	3.0
POFM114	College Mathematics	3.0
PSYT101	Introduction to Psychology	3.0
POFT201	Business Communication and Report Writing	3.0
General Education Total		15.0
<u>Core Requirements</u>		
AHBC300	Allied Health Core Bridge Credit	36.0
BUSG101	Introduction to Business	3.0
HRPO106	Human Resource Management	3.0
LTCA105	Principles of Management and Leadership	3.0
Core Total		45.0
<u>Total Credits Required for Graduation</u>		<u>60.0</u>

Health and Medical Administrative Services – AAS Degree Program Sequence

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
POFT 103	Interpersonal and Communication Skills	48	0	0	48	3.0
ENGL 101	English Composition	48	0	0	48	3.0
MODULE II						
POFM114	College Mathematics	48	0	0	48	3.0
PSYT 101	Introduction to Psychology	48	0	0	48	3.0
MODULE III						
LTCA105	Principles of Management and Leadership	48	0	0	48	3.0
BUSG101	Introduction to Business	48	0	0	48	3.0
MODULE IV						
HRPO106	Human Resources Management	48	0	0	48	3.0
POFT201	Business Communications and Report Writing	48	0	0	48	3.0
	Allied Health Core Bridge Credit					36.0
	Total Hours/Credits	384	0	0	384	60.0

Allied Health Core Bridge Credit

The College of Health Care Professions-Online Campus will accept 36, semester credits from an applicant's approved Healthcare Diploma program with a cumulative grade point average of 2.00 (earned a "C" or better average). These credits will be assigned to the student's transcript as "AHBC300 - Allied Health Bridge Credit". No more than 75% of the program may be accomplished with transfer credits and students transferring shall complete at least 20 academic semester credit hours at CHCP.

Additional Admissions Requirements

Applicants to the Health and Medical Administrative Services Program are required to have a High School Diploma or GED. The student must have obtained a certificate or diploma in an Allied Health program from an institution of higher education accredited by the U.S. Department of Education. The student must have earned a cumulative GPA of 2.0 ("C" average) in the certificate or diploma program from which they have graduated. The participant should also be able to read and write English, have good coordination and be professional at all times. This program is provided in an entirely online format.

Course Descriptions

POFT103	INTERPERSONAL AND COMMUNICATION SKILLS	48/0/0/48/3.0
<p>Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients, teachers and co-workers. Prerequisites: None</p>		
ENGL 101	ENGLISH COMPOSITION	48/0/0/48/3.0
<p>This is a course in the principles of effective writing. The course is designed to develop the student's ability to write effective sentences, paragraphs and themes; and to develop the ability to read with understanding of rhetorical forms and devices with critical awareness. Prerequisites: None</p>		
POFM114	COLLEGE MATHEMATICS	48/0/0/48/3.0
<p>This course covers basic mathematics including addition, subtraction, multiplication, and division. Also covered is fraction notation and mixed numerals, decimals, ratios, rates and unit prices, proportions, solving various problems using percent equations and proportions, sales tax, commissions and discounts, interest, data, graphs, and statistics, measurements, geometry, real numbers, algebra, and equations. Prerequisites: None</p>		
PSYT101	INTRODUCTION TO PSYCHOLOGY	48/0/0/48/3.0
<p>This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. Prerequisites: None</p>		
LTCA105	PRINCIPLES OF MANAGEMENT AND LEADERSHIP	48/0/0/48/3.0
<p>This course is designed to provide the student with information required to work as a manager. Included in the course is strategic planning, managing decision making, entrepreneurship, new ventures, human resources, groups, and teams. Also covered is organizational structure and design, change and innovation, motivating employee performance, leadership processes, and communication in organizations. Prerequisites: None</p>		
BUSG101	INTRODUCTION TO BUSINESS	48/0/0/48/3.0
<p>Course includes delving into economic systems, competition, and legal, ethical, and financial issues found in business. Also covered are forms of business ownership, labor relations, organizational structure, marketing management, technology and information, and managing personal and business finances. Prerequisites: None</p>		
HRPO106	HUMAN RESOURCES MANAGEMENT	48/0/0/48/3.0
<p>This course covers the strategic, legal, and global human resources environment. Included in the course is human resource planning and job analysis, recruiting, performance management, training and development, career planning, compensation, payroll, incentives and rewards, employee benefits, and managing labor relations. Prerequisites: None</p>		
POFT201	BUSINESS COMMUNICATIONS AND REPORT WRITING	48/0/0/48/3.0
<p>Course includes those concepts and information required to develop business communications, including spelling, proofreading, sentence structure and the parts of speech. Also covered in this course is developing effective oral and written communications that are used in business. Prerequisites: None</p>		