



Healthcare Management Associate Degree

PROGRAM OUTLINE

The program materials will be available in the approximate order listed below.

This program will help you prepare for the **Certified Coding Associate or Certified Coding Specialist (CCS) credential exams** offered by the AHIMA (American Health Information Management Association) and the **Certified Professional Coder exam** offered by the American Academy of Professional Coders.

SEMESTER 1

- ▶ HIT 100 Introduction to Allied Health
- ▶ ILS 103 Information Literacy
- ▶ HIT 105 Law and Ethics in Medicine
- ▶ ENG 100 English Composition
- ▶ MAT 106 Mathematics for Business and Finance
- ▶ HIT 107 Medical Terminology
- ▶ CSC 104 Computer Applications

SEMESTER 2

- ▶ ALH 215 HIPAA Compliance
- ▶ ALH 225 Healthcare Management
- ▶ SCI 135 Anatomy and Physiology 1
- ▶ SCI 136 Anatomy and Physiology 2
- ▶ HUM 106 Interpersonal Communication
- ▶ ACC 113 Basic Accounting

SEMESTER 3

- ▶ HRM 201 Human Resource Management
- ▶ HIT 201 Quality Management Performance Improvement
- ▶ SSC 130 Essentials of Psychology
- ▶ HIT 130 Electronic Medical Records
- ▶ HIT 203 Medical Coding
- ▶ HIT 115 Reimbursement Methodologies

SEMESTER 4

- ▶ BUS 350 Supervision and Leadership
- ▶ HIT 209 Department Management
- ▶ HIT 210 Healthcare Statistics
- ▶ General Education Elective (Choose one)
 - HUM 104 Music Appreciation
 - ENG 115 Introduction to Literature
 - HUM 102 Art Appreciation
- ▶ ALH 280 Practicum in Healthcare Management

The Penn Foster College Grading System

LESSON GRADE	LETTER	RATING
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
Below 70	F	Failing

You must complete all four semesters, pass all courses, and achieve a cumulative Quality Point Average (QPA) of 2.0, or higher, in all studies to graduate and earn your Associate Degree.

Note: The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.

HTOUT01-1907

GET STARTED TODAY
Call 800.737.8593

