

Degree Offered

Associate in Applied Science
Health Service Administration

Curriculum Code: 635**Program Information**

This program prepares students to become integral parts of the administrative support team found in today's complex medical and dental office environments. This program provides students with a strong background in general and business education, computer hardware and software operations, and integrating technology with the multiple tasks of an office environment.

Courses in this program concentrate on interpersonal skills, working as a member of a team, communications skills, decision-making, effectively managing priorities and managing administrative tasks.

When You Graduate

AAS programs are designed for students who want to enter a career directly after graduating but those who change their plans find that most of their CCC credits transfer to four-year colleges.

Students are encouraged to visit the NJ transfer website: www.njtransfer.org for transfer course equivalencies.

The latest technology and learning tools support your education for a wide range of employment opportunities.

Health Service Administration

Program Requirements (42 credits) Credits

<input type="checkbox"/>	AC 103	Accounting Principles I	4
<input type="checkbox"/>	BU 106	Introduction to Management	3
<input type="checkbox"/>	BU 109	Business Law I	3
<input type="checkbox"/>	BU 212	Human Resource Management	3
<input type="checkbox"/>	CS 102	Applications on the Microcomputer	3
<input type="checkbox"/>	EN 204	Business Communication	3
<input type="checkbox"/>	HS 103	Medical Terminology	2
<input type="checkbox"/>	OA 109	Medical Office Practice	3
<input type="checkbox"/>	OA 110	Introduction to Health Information Mgmt	3
<input type="checkbox"/>	OA 111	Health Records in Alternative Settings	3
<input type="checkbox"/>	OA 212	Medical Coding	3
<input type="checkbox"/>	OA 217	Medical Office Accounting	3
<input type="checkbox"/>	OA 219	Administrative Office Management	3
<input type="checkbox"/>	OA 222	Medical Office Internship or	
	OA 299	Office Administration Seminar	3

General Education Requirements: (21/22 credits)

<input type="checkbox"/>	CS 101	Introduction to Microcomputers	3
<input type="checkbox"/>	EN 101	English Composition I	3
<input type="checkbox"/>	SP 203	Effective Speech	3
<input type="checkbox"/>		Diversity Elective	3
<input type="checkbox"/>		Humanities Elective	3
<input type="checkbox"/>		Math or Science Elective	3/4
<input type="checkbox"/>		Social Science Elective	3

Total Credits: 63/64