



Healthcare Administration: Leadership Pathway

Associate Degree in Science



Program Info:

Upon successful completion of the Healthcare Administration: Leadership Pathway, the graduate will have gained administrative health care related skills essential for work in a medical office or other health care facility. This program prepares students to work as office managers in medical offices, clinics, or hospital outpatient services.

CAREERS IN HEALTHCARE LEADERSHIP

Office Manager, Practice Administrator, Patient Billing & Insurance Specialist, Medical Coding Specialist, Project Coordinator in Healthcare Administration, or Community Health Program Coordinator.

WHAT WILL I LEARN?

In the Leadership Pathway of the Healthcare Administration A.S. Program, students focus on the business, financial, and operational aspects of healthcare. Coursework covers health care informatics, business law, team development, and project management, along with foundational instruction in medical terminology, leadership, and professionalism. Students also gain experience in accounting and managerial decision-making. An internship provides real-world exposure to administrative functions in healthcare organizations.

FIRST YEAR

First Semester – 16 credits

Course	Credits
OFFT 140 - Medical Terminology	3
BIOL 201 - Anatomy & Physiology I	4
BUSM 112 - Principles of Management	3
BUSC 220 - Team Development	3
PSYC 101 - General Psychology OR	3
PSYC 106 - Growth and Development	3

Second Semester – 16 credits

Course	Credits
BIOL 202 - Anatomy & Physiology II	4
CIST 100 - Introduction to Information Technology OR	3
DATA 110 - Fund. of Business Intelligence & Data	3
MSHT 104 - Communication for Healthcare Workers	3
OR LITR 210 - Intro to Literature	3
WRIT 101 - English Composition I	3
BUSM 255 - Macroeconomics	3

Program Curriculum

Credits Required 63

SECOND YEAR

Third Semester – 15 credits

Course	Credits
HSCI 205 - Patient Billing/Medical Insurance	3
BUSM 205 - Business Law	3
BUSM 241 - Human Resource Mgt. (Preferred) OR	3
Business Elective	3
BUSM 260 - Project Management	3
ACCT 110 - Financial Accounting	3

Fourth Semester – 16 credits

Course	Credits
HSCI 206 - Medical Coding	3
ACCT 111 - Managerial Accounting	3
HSCI 203 - Healthcare Informatics	3
MATH 126 - Statistics	4
INTR200 - Internship	3



Scan to get started!

CONTACT

Admissions

724-480-3504 - Mon - Fri 8:00am - 4:30pm