



Associate Degree

# Associate of Science in Healthcare Administration (ASHCA)

• CIP 510701 • 60 credits

## Program Description

The Associate of Science in Healthcare Administration (ASHCA) is a 60-credit program that is designed to provide students with a strong foundation of academic study in the healthcare industry. These foundational courses include healthcare terminology, essentials of healthcare in the United States, and medical law and ethics. Those students who plan to continue their education at the bachelor level should be well-prepared, having completed standard General Education courses as well as key core 100-200-level business and healthcare courses.

**Concentrations:** The ASHCA offers the following concentrations: Healthcare Reimbursement and Medical Office Administration.

## Program Outcomes

- Demonstrate the use of medical terminology in the appropriate context.
- Recognize and apply HIPAA compliance policies in different medical situations.
- Employ the use of medical terminology to aid in the administration of patient files.
- Complete basic forms required in a medical office to administer claims.
- Demonstrate strong communication skills and an understanding of the basic concepts of disease processes.

## Instructional Delivery

The ASHCA is an online program. Courses are eight weeks in length, and there are six sessions each year. The ASHCA is offered in a 100% asynchronous online format, and there is a strong focus on engaging students in a dynamic and interactive online learning format.

Given that CCG students are primarily working adults, the average program completion is three (3) years, four (4) months (part-time; 20 eight-week sessions), or one (1) year, four (4) months (full-time; 10 eight-week sessions).

**Program chair:** Sandra S. Arabian, MBA, NREMT, CSTR, CAISS  
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## ASHCA General Education ..... 21 credits

**English** .....6  
ENG 101W English I  
ENG 201W English II

## Critical Thinking and Literacy .....6

INF 101W Information Literacy for College Success  
(Required first course at CCG)  
PHI 101W Critical Thinking

## Social Science .....3

**Choose one:**  
ECO 101W Economics and Society  
PSY 250W Psychology  
POL 250W Political Science  
SOC 250W Sociology

## Mathematics\* .....3

**Choose one:**  
MAT 101W\* Essentials of College Mathematics  
MAT 103W Business Math  
MAT 205W College Algebra

## Natural & Physical Science .....3

SCI 281W Environmental Science

\*Students may elect to take a Math placement exam instead of MAT 101W. Students should contact their advisor for assistance with scheduling the placement exam prior to enrolling in any MAT courses.

## Core Curriculum ..... 27 credits

ACC 203W Financial Statements for Managers  
MGM 201W Principles of Management  
MGM 225W Human Resources  
MIS 205W Management Information Systems  
HCA 101W Medical Terminology  
HCA 150W Essentials in U.S. Healthcare  
HCA 210W Medical Law and Ethics  
MED 150W Introduction to Medical Coding  
MED 200W Electronic Health Information Systems



(All courses @ 3 credits except as noted.)



Continued

# ASHCA Concentrations

12 credits • Please take the courses outlined below after completing the ASHCA General Education courses.

## Concentration Curriculum ..... 12 credits

### Medical Office Administration

MED 184W Medical Insurance Procedures

MED 160W Medical Office Procedures

MED 180W Medical Billing & Reimbursement

*Electives: Choose one (1) course from the ACC, FIN, DMK, INB, HRM, MGM, MKT, MIS, SEM, QSM programs*

### Healthcare Reimbursement

MED 155W Diagnosis Coding: ICD-10\_CM

MED 165W Procedure Coding: ICD-10-CM (Prerequisite: MED 155W)

MED 175W CPT Ambulatory Procedures Coding  
(Prerequisite: MED 165W)

MED 215W Practical Medical Billing and Reimbursement Procedures  
(Prerequisite: MED 175W)