



# Allen

COMMUNITY COLLEGE



## Allied Health

*Adult Care Home Administration Certificate - 34 credit hours*

### Program

*(Recommended Sequence of Courses)*

#### Semester 1

CIS170	Microsoft Office	3
MED120	Medical Terminology	3
NHA129	Medical Insurance Coding and Billing	3
NHA161	Medical Administrative Aspects	4
Total		13

#### Semester 2

BUS261	Business Communications	3
NHA179	Intro to Pharmacology	3
NHA236	Legal Concepts	3
NHA239	Medical Office Accounting	3
Total		12

#### Semester 3

NHA205	Long Term Care Management	3
NHA219	Gerontology	3
NHA235	Long Term Care Medical Records	3
Total		9

*Certificate Total*                      34

### Careers

Adult Care Home Administration

*This certificate program is not eligible for Pell Grant or Federal Financial Aid.*

*For more information contact:*  
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Revised 11/15/17