

Business Healthcare Technology BHT3

Type

Associate of Applied Science, AAS

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Healthcare Technology Associate of Applied Science degree.

* Students must choose either a Compliance and Reimbursement Specialization or a Business Healthcare Specialization

Area I - Language Arts/Communications

Item #	Title	Credits
ENGL 1101	Composition and Rhetoric	3

Area II - Social/Behavioral Sciences

Item #	Title	Credits
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3
PSYC 1101	Introductory Psychology	3

Area III - Natural Sciences/Mathematics

* Choose one of the following:

Item #	Title	Credits
MATH 1100	Quantitative Skills & Reasoning	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills & Reasoning	3
MATH 1111	College Algebra	3

Area IV - Humanities/Fine Arts

Item #	Title	Credits
ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
THEA 1101	Theater Appreciation	3
RELG 1101	World Religion	3
SPAN 1101	Introduction to Spanish	3

General Education Core Elective

* Choose one additional course from the complete Area I, II, III, or IV listings:

[General Education Courses](#)

Occupational Courses

Item #	Title	Credits
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 2375	Healthcare Coding	3
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6

Accounting Course

* Choose one of the following:

Item #	Title	Credits
ACCT 1100	Financial Accounting I	4
BUSN 2200	Office Accounting	4

Technology Course

* Choose one of the following:

Item #	Title	Credits
BUSN 1000	Computers in Healthcare	3
COMP 1000	Introduction to Computer Literacy	3

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Item #	Title	Credits
BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2420	Advanced Medical Coding	3
BUSN 2810	Healthcare Compliance	3
BUSN 2850	Health Record Auditing	3

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Item #	Title	Credits
	Guided Electives	
	Minimum Credit Hours for Graduation	63