

BHT2 Business Healthcare Technology Diploma Graduation Checklist

Name _____

Ph. # _____

Address _____

ID # _____

		Credits	Grade	Semester/Y ear
DEVELOPMENTAL STUDIES				
	Developmental Reading			
	Developmental English			
	Developmental Math			
GENERAL CORE COURSES		8		
ENGL 1010	Fundamentals of English I	3		
MATH 1011 MATH 1012	Business Mathematics OR Foundations of Mathematics	3		
EMPL 1000 OR PSYC 1010	Interpersonal Relations and Prof. Dev. Basic Psychology	2 3		
OCCUPATIONAL COURSES		38		
COMP 1000 OR BUSN 1000	Introduction to Computers Computers in Healthcare	3 3		
BUSN 1010 OR	Medical Terminology, Anatomy, and Diseases for Business	6		
1 of BUSN 2300 or ALHS 1090	Medical Terminology, Medical Terminology for AHS	2		
AND	AND			
1 of BUSN 2310, ALHS 1010, ALHS 1011, or BIOL 2113, BIOL 2113L	Anatomy and Terminology for the MAS, Structure/Function for the Human Body Anatomy and Physiology I	3		
AND	AND			
MAST 1120	Human Pathological Conditions in the Medical Office	3		
BUSN 1440	Document Production	4		
BUSN 2190	Business Document Proofreading & Editing	3		
BUSN 1015	Introduction to Healthcare Reimbursement	3		
BUSN 2350	Electronic Health Records	3		
BUSN 2375	Healthcare Coding	3		
BUSN 2340	Healthcare Administrative Procedures	4		
ACCT 1100 or BUSN 2200 or BUSN 1800	Financial Accounting	4		

ELECTIVES	7		

Total Credits needed for graduation: 46 *ACCT 1100 is taken in lieu of BUSN 2200.

ASSET: Reading – 38; Writing – 35; Numerical – 35

COMPASS: Reading – 70; Writing – 23; Numerical – 26 Diploma SAT/V 430 SAT/M 400

Accuplacer Reading Comp.: 55 NextGen ACC Reading: 224

Accuplacer Sentence Skills: 60 NextGen ACC Sentence Skills: 236

Accuplacer Arithmetic: 34 NextGen ACC Arithmetic: 229

Suggested Quarterly Schedule

SEMESTER 1		
Course #	Course Name	Prerequisites
MATH 1011 OR MATH 1012	Business Mathematics or Foundations of Mathematics	PRA or MATH 097
ENGL 1010	Fundamentals of English I	PRA or ENGL 097 and RDNG 097
COMP 1000	Introduction to Computers	PVA
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	PRA

SEMESTER 2		
Course #	Course Name	Prerequisites
EMPL 1000	Interpersonal Relations and Prof. Dev.	PVA
BUSN 1440	Document Production	BUSN 1100 or the ability to key 25 gwam with 3 or less errors; [C] COMP 1000
BUSN 2190	Business Document Proofreading & Editing	ENGL 1010 or 1101 BUSN 1440 [C]
BUSN 1015	Introduction to Healthcare Reimbursements	BUSN 1010 or BUSN 2300 or ALHS 1090

SEMESTER 3		
Course #	Course Name	Prerequisites
BUSN 2350	Electronic Health Records	BUSN 1010 or BUSN 2300 or ALHS 1090, BUSN 2310 or ALHS 1010 or ALHS 1011, BUSN 1100 or COMP 1000 [C] BUSN 1440
BUSN 2375	Healthcare Coding	BUSN 1010 or BUSN 2300 or ALHS 1090, BUSN 2310 or ALHS 1010 or ALHS 1011, BUSN 1100 or COMP 1000
XXXX xxxx	Specific Occupational Elective	See Standards

SEMESTER 4		
Course #	Course Name	Prerequisites
ACCT 1100 or BUSN 2200	Financial Accounting	PVA
BUSN 2340	Healthcare Administrative Procedures	BUSN 1010 or BUSN 2300 or ALHS 1090, BUSN 2310 or ALHS 1010 or ALHS 1011, BUSN 1100 or COMP 1000 [C] BUSN 1440