

BHT2 Business Healthcare Technology Diploma Graduation Checklist (202112)

Name _____

Ph. # _____

Address _____

ID # _____

		Semester Credits	Lecture/ Labs	Contact Hours	Grade	Semester /Year
DEVELOPMENTAL STUDIES						
	Developmental Reading					
	Developmental English					
	Developmental Math					
GENERAL CORE COURSES		8				
ENGL 1010	Fundamentals of English I	3	3/0	3		
MATH 1011 MATH 1012	Business Mathematics OR Foundations of Mathematics	3	3/0	3		
EMPL 1000 OR PSYC 1010	Interpersonal Relations and Prof. Dev. Basic Psychology	2 3	2/0 3/0	2 3		
OCCUPATIONAL COURSES		33				
COMP 1000 OR BUSN 1000 OR	Introduction to Computer Literacy Computers in Healthcare	3 3	1.667/2.667 1/4	4.334 5		
BUSN 1010 OR	Medical Terminology, Anatomy, and Diseases for Business	6	6/0	6		
BUSN 2300, or ALHS 1090 and	Medical Terminology	2	2/0	2		
BUSN 2310, or ALHS 1010, or ALHS 1011, or BIOL 2113 and 2113L; and	Anatomy and Terminology for the MAS	3	3/0	3		
MAST 1120	Human Diseases	3	3/0	3		
BUSN 1440	Document Production	4	1/6	7		
BUSN 2190	Business Document Proofreading & Editing	3	2/2	4		
BUSN 1015	Introduction to Healthcare Reimbursement	3	3/0	3		
BUSN 2350 OR HIMT 1250	Electronic Health Records Health Record Content and Structure (2)	3 2	1/4	5		
BUSN 2375	Healthcare Coding	3	1/4	5		
BUSN 2340	Healthcare Administrative Procedures	4	2/4	6		
ACCT 1100 or BUSN 2200 or BUSN 1800	Financial Accounting Office Accounting	4 4	3/2 3/2	5 5		
ELECTIVES		7				

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TOTAL CREDITS NEEDED FOR GRADUATION: 48
 COMPASS: Reading – 70; Writing – 32; Numerical – 26
 ASSET: Reading – 38; Writing – 37; Numerical – 32
 Accuplacer Reading Comp.: 55 Accuplacer NextGen: Reading: 224
 Accuplacer Sentence Skills: 60 Accuplacer NextGen: Writing: 236
 Accuplacer Elementary Numerical: 34 Accuplacer NextGen: Numerical: 229
 SAT: Reading – 16; Writing – 15; Numerical – 18
 PSAT: (after March 2016) Reading – 16; Writing – 15; Numerical – 18
 ACT/PACT: Reading – 14; Writing – 13; Numerical – 14
 GAHSGT: Reading – 235; Writing – 235
 GA Milestones: ELA: Reading – 525; Writing – 525
 GED: (2014 and after): Reading – 145; Numerical – 145
 HOPE GPA (after 10th grade): 2.6
 If an applicant has earned an AAS/AS or higher, they are eligible for diploma level courses.

Suggested Quarterly Schedule

SEMESTER 1			
Course #	Course Name	Prerequisites	Estimated Cost
MATH 1011 OR MATH 1012	Business Mathematics or Foundations of Mathematics	PRA or MATH 097	Tuition \$453 Books/Sup. \$300
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	Estimated Cost
EMPL 1000	Interpersonal Relations and Prof. Dev.	PVA	Tuition \$453 Books/Sup. \$300
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	Estimated Cost
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	Estimated Cost
ACCT 1100 or BUSN 2200	Financial Accounting	PVA	Tuition \$453 Books/Sup. \$30
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	0
XXX xxx	Specific Occupational Elective	See Standards	

PVA=Provisional Admission PRA=Program Admission
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