

BHT2 Business Healthcare Technology Diploma Graduation Checklist (Revised 202316)

Name _____

Ph. # _____

Address _____

ID # _____

		Semester Credits	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		
MATH 1011 MATH 1012	Business Mathematics OR Foundations of Mathematics	3	3		
EMPL 1000 PSYC 1010	Interpersonal Relations and Prof. Dev. OR Basic Psychology	2 3	2 3		
OCCUPATIONAL COURSES		33			
COMP 1000 BUSN 1000	Introduction to Computer Literacy OR Computers in Healthcare	3 3	4.334 5		
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6	6		
BUSN 1440	Document Production Coreq. (COMP 1000)	4	7		
BUSN 2190	Business Document Proofreading and Editing Prereq. (BUSN 1440 & ENGL 1010l)	3	4		
BUSN 1015	Introduction to Healthcare Reimbursement Prereq. (BUSN 1010)	3	3		
BUSN 2350	Electronic Health Records Prereq. (BUSN 1010, COMP 1000, CoReq (BUSN 1440)	3	5		
BUSN 2375	Healthcare Coding Prereq. (BUSN 1010)	3	5		
BUSN 2340	Healthcare Administrative Procedures Prereq. (BUSN 1010)	4	6		
ACCT 1100 BUSN 2200	Financial Accounting OR Office Accounting	4 4	5 5		
ELECTIVES		7			

TOTAL CREDITS NEEDED FOR GRADUATION: 48

Suggested Semester Schedule

SEMESTER 1		
Course #	Course Name	Prerequisites
MATH 1011 MATH 1012	Business Mathematics OR Foundations of Mathematics	PRA
ENGL 1010	Fundamentals of English I	PRA
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 wpm 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
XXX xxx	Specific Occupational Elective	See Standards

<p>PVA=Provisional Admission PRA=Program Admission</p>
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