

Business Healthcare Technology BHT2

Type
Diploma

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 Diploma.

General Education Courses — 8.00-9.00 Hours

Item #	Name	Credits
ENGL 1010	Fundamentals of English I	3
	EMPL 1000 or PSYC 1010	2-3
	MATH 1011 or MATH 1012	3

Technology Course — 3.00 Hours

* Choose one of the following:

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

Occupational Courses — 33.00 Hours

Item #	Name	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
	Occupational-Guided Electives (7 hrs)	7

Accounting Course — 4.00 Hours

* Choose one of the following:

Item #	Name	Credits
BUSN 2200	Office Accounting	4

ACCT 1100	Financial Accounting I	4
	Minimum Credit Hours for Graduation	46