



Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)**  
**Healthcare Manager**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**Section I: Developmental Courses (if needed)**

Courses	Scores	Cr.	Prerequisites/ Co-requisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

**Section II:**

**A. Healthcare Management Certificate (C25200) Course Requirements 16-17 credit hours: Complete Section I (as required) and Section II, A.**

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 118 Medical Law & Ethics*	2	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 121 Medical Terminology I*	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literacy*	3 2	1 <sup>st</sup> year - spring	Pre: DRE 097 Co: DRE 098		
HMT 110 Intro to Healthcare Management*	3	1 <sup>st</sup> year - spring	None		
MED 122 Medical Terminology II*	3	1 <sup>st</sup> year - spring	Pre: MED 121		
HMT 210 Medical Insurance*	3	2 <sup>nd</sup> year - fall	Pre: MED 121		

**B. Healthcare Management Technology Associate in Applied Science Degree (A25200) Course Requirements 67 credit hours: Complete Sections I (as required) and Section II, A and B.**

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 <sup>st</sup> year - fall	None		
ACC 120 Principles of Financial Accounting*	4	1 <sup>st</sup> year - fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
BUS 137 Principles of Management	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
ACC 121 Principles of Management Accounting*	4	1 <sup>st</sup> year - spring	Pre: ACC 120 (min. grade of C)		
OST 131 Keyboarding	2	1 <sup>st</sup> year - spring	Pre: 25 NWPM on keyboarding placement test		



ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year - spring	Pre: ENG 111		
BUS 153 Human Resource Management	3	2 <sup>nd</sup> year - fall	Pre: DRE 098		
HMT 211 Long-Term Care Administration*	3	2 <sup>nd</sup> year - fall	Pre: ACC 120, HMT 110		
ACC 225 Cost Accounting	3	2 <sup>nd</sup> year - spring	Pre: ACC 121		
WBL 111 Work-Based Learning I	1	2 <sup>nd</sup> year - spring	Pre: 9 SHC in major core courses Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	2 <sup>nd</sup> year - spring	Pre: 9 SHC in major core courses Co: WBL 111 or WBL 112		
CTS 130 Spreadsheet	3	2 <sup>nd</sup> year - spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
HMT 220 Healthcare Financial Management*	4	2 <sup>nd</sup> year - spring	Pre: ACC 120, HMT 110		
HMT 225 Practice Management Simulation	3	2 <sup>nd</sup> year - spring	Pre: HMT 210 Co: HMT 220		

**Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)**

<b>Humanities/Fine Arts Electives (3 credits)**</b> (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year - fall		

<b>Social/Behavioral Sciences Electives (3 credits)**</b> (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year - fall		

**NOTES:** \*All courses must be completed with a grade of "C" or better.  
\*\*See course catalog for prerequisite and/or corequisite requirements.

**Students please read the following and sign below.**

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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