



Program Completion Guide

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

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A. Healthcare Management Certificate-ONLINE (C25200) Course Requirements 18 credit hours: Complete Section A.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
HMT 110 Intro to Healthcare Management	3	1 st year - fall		
HMT 215 Legal Aspect of Healthcare Admin*	3	1 st year – fall		
MED 121 Medical Terminology I*	3	1 st year - fall		
CIS 110 Introduction to Computers*	3	1 st year - spring		
HMT 210 Medical Insurance	3	1 st year - spring		
MED 122 Medical Terminology II	3	1 st year - spring		

B. Healthcare Management Technology Associate in Applied Science Degree-ONLINE (A25200) Course Requirements 68-69 credit hours: Complete Sections A and B.**

Courses**	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 st year - fall		
ACC 120 Principles of Financial Accounting*	4	1 st year - fall		
ENG 111 Writing and Inquiry	3	1 st year - fall		
ACC 121 Principles of Management Accounting*	4	1 st year - spring		
OST 131 Keyboarding	2	1 st year - spring		
Math Option (Choose One):				
MAT 143 Quantitative Literacy	3	1 st year - spring		
MAT 152 Statistical Methods I	4			
MAT 171 Precalculus Algebra	4			
BUS 153 Human Resource Management	3	2 nd year - fall		
ENG 112 Writing/Research in the Disciplines or COM 231 Public Speaking	3	2 nd year - fall		
HMT 211 Long-Term Care Administration*	3	2 nd year - fall		
HMT 220 Healthcare Financial Management*	4	2 nd year - fall		
BUS 137 Principles of Management	3	2 nd year - spring		
CTS 130 Spreadsheet	3	2 nd year - spring		
HMT 212 Management of Healthcare Organizations	3	2 nd year – spring		
HMT 225 Practice Management Simulation	3	2 nd year - spring		
WBL 111 Work-Based Learning I	1	2 nd year - spring		
WBL 115 Work-Based Learning Seminar I	1	2 nd year - spring		

Humanities/Fine Arts Electives (3 credit hours)**

Courses offered at RCC: ART 111, ASL 111, ENG 231, MUS 110, PHI 240, REL 211, REL 212, SPA 111

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year – spring		



Social/Behavioral Sciences Electives (3 credit hours)**			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd 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 a RichmondCC 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 and financial aid may be affected. My advisor and the Career and Transfer Center has information regarding other colleges and transfer opportunities and job opportunities that I can investigate after completing my degree, and I understand that if I would like more information I can schedule an appointment with him/her or contact the Career and Transfer Center.

Student Name: _____	Student Signature: _____	Date: _____
Advisor Name: _____	Advisor Signature: _____	Date: _____
Student Name: _____	Student Signature: _____	Date: _____
Advisor Name: _____	Advisor Signature: _____	Date: _____
Student Name: _____	Student Signature: _____	Date: _____
Advisor Name: _____	Advisor Signature: _____	Date: _____
Student Name: _____	Student Signature: _____	Date: _____
Advisor Name: _____	Advisor Signature: _____	Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ANT 220, ART 111, BUS 110, BUS 115, BUS 137, BUS 228, CIS 110, DRA 111, ECO 251, ECO 252, ENG 111, ENG 112, ENG 131, ENG 231, ENG 232, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MUS 110, PHI 240, PSY 150, PSY 241, REL 211, REL 212, SOC 210, SOC 213, SPA 111, and SPA 211. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.