



Program Completion Guide

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

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

Advisor Name: _____ Contact Information: _____

Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.

A. Healthcare Management Certificate (C25200) Course Requirements 17-18 credit hours: Complete Section A.

| Courses | Cr. | Recommended Semester | Prerequisites/ Co-requisites | Semester Registered/ Planned | Semester Completed/ Grade |
|--|--------|-------------------------------|------------------------------|------------------------------|---------------------------|
| HMT 110 Intro to Healthcare Management* | 3 | 1 st year – fall | None | | |
| HMT 215 Legal Aspect of Healthcare Admin* | 3 | 1 st year – fall | None | | |
| MED 121 Medical Terminology I* | 3 | 1 st year - fall | None | | |
| CIS 110 Introduction to Computers* or CIS 111 Basic PC Literacy* | 3 2 | 1 st year - spring | None | | |
| HMT 210 Medical Insurance* | 3 | 1 st year - spring | Pre: MED 121 | | |
| MED 122 Medical Terminology II* | 3 | 1 st year - spring | Pre: MED 121 | | |

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

| Courses | Cr. | Recommended Semester | Prerequisites/ Co-requisites | Semester Registered/ Planned | Semester Completed/ Grade |
|--|-----|-------------------------------|--|------------------------------|---------------------------|
| ACA 122 College Transfer Success | 1 | 1 st year - fall | None | | |
| ACC 120 Principles of Financial Accounting* | 4 | 1 st year - fall | Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111 | | |
| ENG 111 Writing and Inquiry | 3 | 1 st year - fall | Pre: ENG 011 | | |
| ACC 121 Principles of Management Accounting* | 4 | 1 st year - spring | Pre: ACC 120 (min. grade of C) | | |
| OST 131 Keyboarding | 2 | 1 st year - spring | None | | |
| Math Option (Choose One): | | | Pre: MAT 003 Tier 2 or BSP 4003 Tier 2 or MAT 043, ENG 002 or BSP 4002 or ENG 111 | | |
| MAT 143 Quantitative Literacy | 3 | | | | |
| MAT 152 Statistical Methods I | 4 | 1 st year - spring | Pre: MAT 003 Tier 2 or BSP 4003 Tier 2 or MAT 043 or MAT 052, ENG 002 or BSP 4002 or ENG 111 | | |
| MAT 171 Precalculus Algebra | 4 | | Pre: MAT 003 Tier 2 or BSP 4003 Tier 3 or MAT 071 | | |
| BUS 153 Human Resource Management | 3 | 2 nd year - fall | Pre: ENG 002 or BSP 4002 or ENG 111 | | |
| ENG 112 Writing/Research in the Disciplines or COM 231 Public Speaking | 3 | 2 nd year - fall | Pre: ENG 111 with a grade of "C" or better None | | |
| HMT 211 Long-Term Care Administration* | 3 | 2 nd year - fall | None | | |
| HMT 220 Healthcare Financial Management* | 4 | 2 nd year - fall | Pre: ACC 120, HMT 110 | | |



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| BUS 137 Principles of Management | 3 | 2 nd year – spring | Pre: ENG 002 or BSP 4002 or ENG 111 | | |
| CTS 130 Spreadsheet | 3 | 2 nd year - spring | Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111 | | |
| HMT 212 Management of Healthcare Organizations | 3 | 2 nd year – spring | Pre: HMT 110 | | |
| HMT 225 Practice Management Simulation | 3 | 2 nd year - spring | Pre: HMT 210 Co: HMT 220 | | |
| WBL 111 Work-Based Learning I | 1 | 2 nd year - spring | Pre: 9 SHC in major core courses Co: WBL 115 | | |
| WBL 115 Work-Based Learning Seminar I | 1 | 2 nd year - spring | Pre: 9 SHC in major core courses Co: WBL 111 or WBL 112 | | |

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.)

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| Humanities/Fine Arts Electives (3 credit hours)** (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, ASL 111, DRA 111, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 111 | | | |
| Course | Recommended Semester | Semester Registered/Planned | Semester Completed/Grade |
| | 2 nd year – spring | | |

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| Social/Behavioral Sciences Electives (3 credit hours)** (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 | | | |
| 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 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: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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