



## 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 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 <sup>st</sup> year – fall	None		
HMT 215 Legal Aspect of Healthcare Admin*	3	1 <sup>st</sup> year – fall	None		
MED 121 Medical Terminology I*	3	1 <sup>st</sup> year - fall	None		
CIS 110 Introduction to Computers*	3	1 <sup>st</sup> year - spring	None		
HMT 210 Medical Insurance*	3	1 <sup>st</sup> year - spring	Pre: MED 121		
MED 122 Medical Terminology II*	3	1 <sup>st</sup> 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 <sup>st</sup> year - fall	None		
ACC 120 Principles of Financial Accounting*	4	1 <sup>st</sup> year - fall	Pre: None		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year - fall	Pre: ENG 025		
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	None		
<b>Math Option (Choose One):</b>					
MAT 143 Quantitative Literacy	3		Pre: MAT 025		
MAT 152 Statistical Methods I	4	1 <sup>st</sup> year - spring	Pre: MAT 025		
MAT 171 Precalculus Algebra	4		Pre: MAT 035		
BUS 153 Human Resource Management	3	2 <sup>nd</sup> year - fall	None		
ENG 112 Writing/Research in the Disciplines or COM 231 Public Speaking	3	2 <sup>nd</sup> year - fall	Pre: ENG 111 with a grade of "C" or better None		
HMT 211 Long-Term Care Administration*	3	2 <sup>nd</sup> year - fall	None		
HMT 220 Healthcare Financial Management*	4	2 <sup>nd</sup> year - fall	Pre: ACC 120, HMT 110		
BUS 137 Principles of Management	3	2 <sup>nd</sup> year – spring	None		
CTS 130 Spreadsheet	3	2 <sup>nd</sup> year - spring	Pre: ENG 025, MAT 025		
HMT 212 Management of Healthcare Organizations	3	2 <sup>nd</sup> year – spring	Pre: HMT 110		
HMT 225 Practice Management Simulation	3	2 <sup>nd</sup> year - spring	Pre: HMT 210		



			Co: HMT 220		
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		

**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 credit hours)**</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, 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 <sup>nd</sup> year – spring		

<b>Social/Behavioral Sciences Electives (3 credit hours)**</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			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	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: \_\_\_\_\_

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