



## Business Healthcare Technology Degree (BHT3)- 72 Credit Hours Practice Management Specialization

**Program Description:**

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. Starting salaries are approximately \$43,000 per year.

**Contact:**

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**Website:**

<https://www.westgatech.edu/program-explorer/nursing-allied-health-sciences/business-health-technology/>

<b>Pre-Degree Requirements</b>					
Program Specific					
<ul style="list-style-type: none"> <li>Min GPA 2.0</li> <li>Learner Supplies—Access to a computer with reliable Internet Connection, MS Office 365/2021 programs: Word, Excel, Access, PowerPoint, Sway, Outlook</li> <li>Courses may rotate among the following locations: Carroll, Coweta, Douglas, LaGrange, Murphy and Online</li> </ul>					
<p><b>Set the Track, Start the Track, Stay on Track</b></p> <p><i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i></p> <p><i>ALL-Classess offered any semester</i></p> <p>***Accreditation Council for Business Schools and Programs (ACBSP) offers accreditation services to business programs focused on teaching and learning. ACBSPs evaluate and determine whether the business schools and programs meet applicable and recognized standards.</p>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		ALHS 1090 Medical Terminology for Allied Health Sciences	ALL	2	
		ALHS 1011 Structure and Function of the Human Body	ALL	5	
		CISM 2201 Foundations of Computer Applications -OR- HIMT 1250 Health Record Content and Structure	ALL	3	Program Admission
		BUSN 1300 Introduction to Business	FA SP	2	
				<b>13</b>	<b>Program Semester Hours</b>



✓	Grade	Semester 2	S	CR	Notes & Milestones
		ENGL 1101 Composition and Rhetoric	ALL	3	Program Admission
		BUSN 1015 Introduction to Healthcare Reimbursement	FA SP	3	<b>Prerequisite:</b> ALHS 1090
		BUSN 1460 Keyboarding and Documentation Formatting	FA SP	4	<b>Prerequisite:</b> CISM 2201 <b>Or</b> <b>Corequisite:</b> CISM 2201 may be taken as a corequisite
		MAST 1120 Human Diseases	ALL	3	<b>Prerequisite:</b> ALHS 1011 and ALHS 1090
				<b>13</b>	<b>Program Semester Hours</b>
✓	Grade	Semester 3	S	CR	Notes & Milestones
		BUSN 2340 Healthcare Administrative Procedures	FA SP	3	<b>Prerequisite:</b> ALHS 1011, ALHS 1090, CISM 2201 <b>Corequisite:</b> BUSN 1460
		BUSN 2350 Electronic Health Records -OR- HIMT 1250 Health Record Content and Structure	FA SP	3 2	<b>Prerequisite:</b> ALHS 1011, ALHS 1090, CISM 2201
		PSYC 1101 Introductory Psychology	ALL	3	
		SPCH 1101 Public Speaking	ALL	3	
				<b>11</b>	<b>Program Semester Hours</b>
✓	Grade	Semester 4	S	CR	Notes and Milestones
		BUSN 2375 Healthcare Coding	FA	3	<b>Prerequisite:</b> ALHS 1011; ALHS 1090
		<b>Area IV: Choose One:</b> ARTS 1101 Art Appreciation MUSC 1101 Music Appreciation THEA 1101 Theater Appreciation HUMN 1101 Introduction to Humanities ENGL 2110 World Literature ENGL 2130 American Literature ENGL 2310 English Literature RELG 1101 World Religions	ALL ALL FA SP ALL ALL ALL FA SP ALL	3	Program Admission Program Admission Program Admission ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better ENGL 1101 with a grade of C or better
		Additional 3 hours from Area I, II, III or IV	ALL	3	<b>Choose One</b> <a href="#">See Catalog for Options</a> <sup>1</sup>
				<b>9</b>	<b>Program Semester Hours</b>
✓	Grade	Semester 5	S	CR	Notes and Milestones
		ACCT 1100 Financial Accounting I	ALL	4	
		BUSN 2190 Business Document Proofreading and Editing	FA SP	3	<b>Prerequisite:</b> ENGL 1010 or ENGL 1101 <b>Corequisite:</b> BUSN 1460
		BUSN 2440 Healthcare Leadership & Professional Effectiveness	SP	3	Practice Management Specialization Course <b>Prerequisite:</b> BUSN 2340
		BUSN 2820 Healthcare Practice Law and Ethics	SP	3	Practice Management Specialization Course <b>Prerequisite:</b> ALHS 1011; ALHS 1090; MAST 1120; CISM 2201; ENGL 1010 or ENGL 1101
				<b>13</b>	<b>Program Semester Hours</b>
✓	Grade	Semester 6	S	CR	Notes and Milestones
		MATH 1111 College Algebra	ALL	3	Program Admission
		BUSN 2800 Practical Management Fundamental	SU	3	Practice Management Specialization Course <b>Prerequisite:</b> BUSN 2340
		BUSN 2810 Healthcare Compliance	SU	3	Practice Management Specialization Course <b>Prerequisite:</b> ALHS 1090; ENGL 1010 or ENGL 1101

<sup>1</sup> <https://westgatech.smartcatalogiq.com/en/2023-2024/student-catalog/academic-programs/associate-degrees/>

		BUSN 2830 Healthcare Delivery Systems	SU	3	Practice Management Specialization Course <b>Prerequisite:</b> ALHS 1011; ALHS 1090; CISM 2201; BUSN 1460
				12	<b>Program Semester Hours</b>
Always check online <a href="https://www.westgatech.edu/">https://www.westgatech.edu/</a> and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

**Note:** If a course is full or unavailable when you to attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite.

Credit for BUSN 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350 and BUSN 2375 or courses requiring those courses as prerequisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the Program Chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

\*\*\*Accreditation Council for Business Schools and Programs is student-centered. It measures and analyzes Schools of Business and Programs for quality, ensuring students gain the right skills from their educational investment. Institutions with programs accredited by ACBSP are committed to continuous improvement that provides their business program will give students the skills employers want. ACBSP accreditation provides better marketability for students, giving them a competitive advantage in the hiring process.

**Employment Opportunities:** <https://www.westgatech.edu/student-life/career-services/>

**Articulation Agreements:** <https://www.westgatech.edu/admissions/registrars-office/articulation-agreements/>

**Financial Aid by Program:** <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) Coordinator, Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) Coordinator for Students: Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, for Employees: Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182.