Business Healthcare Technology Diploma (BHT2)- 51 Credit Hours

Program Description:
The Business Technology associate degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. 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 business technology. Initial salaries are approximately $38,000 per year.

Contact:
Tanya Byrd-Johnson, Program Chair
770-824-5256
tanya.johnson@westgatech.edu

Website:
https://www.westgatech.edu/program-explorer/business-accounting/business-technology/

		Diploma Requirements			
		Program Specific			
		• Min GPA 2.0 • Courses may rotate to the following locations: Carroll, Coweta, Douglas, LaGrange, Murphy and Online • The ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors • Learner Supplies—Access to a computer with reliable Internet Connection, MS Office 365/2021 programs: Word, Excel, Access, PowerPoint, Sway, Outlook			
		Set the Track, Start the Track, Stay on Track			
		Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester			
✓	**Grade**	**Semester 1**	**S**	**CR**	**Notes & Milestones**
		ALHS 1011 Structure and Function of the Human Body	ALL	5	
		ALHS 1090 Medical Terminology for Allied Health Sciences	ALL	2	
		CISM 2201 Foundations of Computer Applications **-OR-**	ALL	3	
		HIMT 1151 Computer Applications in Healthcare	FA	4	
				10	**Program Semester Hours**
✓	**Grade**	**Semester 2**	**S**	**CR**	**Notes & Milestones**
		ENGL 1010 Fundamentals of English I	ALL	3	

			S	CR	Notes & Milestones
		BUSN 1015 Introduction to Healthcare Reimbursement	FA, SP	3	**Prerequisite:** ALHS 1090
		BUSN 1460 Keyboarding and Document Formatting	FA, SP	4	**Prerequisite:** CISM 2201 **-OR- Corequisite:** CISM 2201
		MAST 1120 Human Diseases	ALL	3	**Prerequisite:** ALHS 1011; ALHS 1090
				13	**Program Semester Hours**
✓	**Grade**	**Semester 3**	**S**	**CR**	**Notes & Milestones**
		BUSN 2340 Healthcare Administrative Procedures	FA, SP	4	**Prerequisite:** ALHS 1011; ALHS 1090; CISM 2201 **Corequisite:** BUSN 1460
		BUSN 2350 Electronic Health Records -OR- HIMT 1250 Health Record Content and Structure	FA, SP FA	3 2	**Prerequisite:** ALHS 1011; ALHS 1090; CISM 2201
		MATH 1012 Foundations of Mathematics -OR- MATH 1011 Business Math	ALL ALL	3 3	Diploma program admission level math competency
				10	**Program Semester Hours**
✓	**Grade**	**Semester 4**	**S**	**CR**	**Notes & Milestones**
		BUSN 2375 Healthcare Coding	FA	3	**Prerequisite:** ALHS 1011; ALHS 1090
		EMPL 1000 Interpersonal Relations and Professional Development **-OR-** PSYC 1010 Basic Psychology	ALL ALL	2 **-OR-** 3	
		BUSN 2190 Business Document Proofreading and Editing	FA, SP	3	**Prerequisite:** ENGL 1010 or ENGL 1101 **Corequisite:** BUSN 1460
				8	**Program Semester Hours**
✓	**Grade**	**Semester 5**	**S**	**CR**	**Notes & Milestones**
		ACCT 1100 Financial Accounting I	ALL	4	
		BUSN XXXX Any BUSN course (Total of 7 credit hours)		7	List of BUSN courses
				11	**Program Semester Hours**

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 (7) years. Courses over seven (7) 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.

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

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.