## Business Healthcare Technology Diploma Sample Academic Track

Credits required for graduation 52

The Business Healthcare Technology diploma prepares students for employment in a variety of positions in technology-driven workplaces. The program combines academic, soft skills, technology, and hands-on training for job readiness, retention, and advancement. Graduates are set to seek employment as office and administrative support staff, which encompasses office management, executive assistant qualification, and technology innovations for the office.

ADMISSIONS

TESTING

FAFSA APPLICATION

ADVISEMENT

REGISTRATION



## Business Healthcare Technology Diploma Sample Academic Track

Credits required for graduation: 52

FALL SEMESTER ENGL 1010 (3) MATH 1012 (3) PSYC 1010 (3) COMP 1000 (3) COLL 1020 (3) SPRING
SEMESTER
ALHS 1011(5)
ALHS 1090 (2)
BUSN 1440 (4)
ELECTIVE (3)

2

SUMMER

SEMESTER

MAST 1120 (3)

BUSN 2340 (4)

BUSN 1015 (3)

BUSN 2350 (3) or

HIMT 1250 (2)

FALL
SEMESTER
BUSN 2375 (3)
BUSN 2190 (3)
ACCT 1100 (4)
ELECTIVE (4)

5

Employment for Office and Administrative Assistants.

\$38,500 per year \$18.51 per hour





4 SEMESTERS

4

## APPLY

## Business Healthcare Technology

The healthcare industry projects an increase demand for medical services According to data from May 2022, the median pay for office and administrative assistants was \$38,500 per year or \$18.51 per hour.

Completing the required 52 credits for graduation represent the fundamental knowledge and skills in the area of administrative technology. Graduates are qualified administrative assistants and advancement opportunities leading to supervisors and managers.

