



## Saluki Step Ahead

Heartland Community College  
AAS Business Technology - Admin Office Prof to BS HCM

### SEMESTER 1 - Heartland Community College

CTEC 136	Excel Level I	1.0
CTEC 137	Excel Level II	1.0
CTEC 138	Excel Level III	1.0
CTEC 156	Word Level I	1.0
CTEC 157	Word Level II	1.0
CTEC 158	Word Level III	1.0
ENGL 101	Critical Reading & Writing	3.0
OTEC 101	Keyboarding	1.0
OTEC 104	Office Simulation	2.0
		<b>12.0</b>

### SEMESTER 2 - Heartland Community College

A TEC 120	Accounting Fundamentals	3.0
CTEC 146	Access Level I	1.0
CTEC 147	Access Level II	1.0
CTEC 166	Outlook and OneNote	2.0
Elective	IAI Mathematics	3.0
O TEC 102	Advanced Keyboarding	1.0
O TEC 113	Records Management	2.0
Elective	Program Elective(s)	3.0
		<b>16.0</b>

### SEMESTER 3 - Heartland Community College

BTEC 115	Business Communication	3.0
BTEC 145	Employment Success Strategies	1.0
BTEC 150	Customer Relations	1.0
BTEC 170	Supervision	3.0
Elective	IAI Life Science -or- Physical Science	3.0
Elective	Program Elective(s)	4.0
		<b>15.0</b>

### SEMESTER 4 - Heartland Community College

TECH 299	Internship in Technology	1.0
DMED 101	Introduction to Digital Media	3.0
ECON 101	(Recommended) Prin of Microeconomics	3.0
Elective	Program Elective(s)	3.0
Elective	Program Elective(s)	4.0
Elective	IAI Fine Arts -or- Humanities	3.0
		<b>17.0</b>

### SEMESTER 5 - SIU

AH 105	Medical Terminology	2.0
HCM 302	HCM Saluki Orientation	1.0
HCM 320 (A)	Health Policy & Politics	3.0
HCM 340 (B)	Managerial Epid & Population Health	3.0
HCM 364 (B)	Organiz Beh in HC Organizations	3.0
Elective	Multicultural	3.0
Elective	Fine Arts	3.0
		<b>18.0</b>

### SEMESTER 6 - SIU

HCM 371 (A)	Cultural Competency & DEI in HC	3.0
HCM 388 (A)	Legal Aspects & Curr Issues in HC	3.0
HCM 413 (A)	Long Term Care Administration	3.0
HCM 360 (B)	U.S. Healthcare Systems	3.0
HCM 365 (B)	Stats & Research for HC Professions	3.0
HCM 384 (B)	Strat Planning & Marketing in HC	3.0
		<b>18.0</b>

### SEMESTER 7 - SIU

HCM 382 (A)	Accreditation & Compliance in HC	3.0
HCM 385 (A)	Healthcare Finance & Economics	3.0
HCM 375 (B)	Healthcare Informatics	3.0
HCM 390 (B)	HR in the Health Professions	3.0
HCM 410 (B)	Ops Mgmt & Quality Improv in HC	3.0
HCM 421	Prof Practice for Health Care Managers	1.0
		<b>16.0</b>

### SEMESTER 8 - SIU

HCM 422	HCM Internship	2.0
CMST 101	Intro to Oral Communication	3.0
PSYC 102/SOC 108	Intro to Psychology -or- Sociology	3.0
Elective	Life Science	3.0
HCM 471	Research of Social Responsibility	3.0
		<b>14.0</b>

**TOTAL HOURS: 126.0**