

Health Administrative Assistant 2023 - 2024 Study Plan									
COURSE ID:				CENTRE: KYTC					
Module Code	Module Title	Credit Hours	Theoretical	Practical	Total Periods Per Week				Total Number of Periods
					Year 1		Year 2		
					Sem 1	Sem 2	Sem 3	Sem 4	
					18	18	18	21	
SPECIALIZATION REQUIREMENTS									
BHP131	Public Health	3	3	0	3				48
BHO122	Secretarial and Office Management	2	3	0	3				48
BHT211	Computerized Typing ( Arabic and English) I	1	0	7	7				112
BHH231	Hospital Administration I	3	3	0		3			48
BHR231	Management of Medical Records	2	3	0		3			48
BHT312	Computerized Typing ( Arabic and English) II	1	0	6		6			96
BHH332	Hospital Administration II	3	3	0			3		48
BHT211	Computerized Typing ( Arabic and English) III	1	0	5			5		80
BHT214	Medical correspondence (Arabic and English)	2	1	3			4		64
BHH232	Human Resources Management	3	3	0			3		48
BHL231	Health Legislations and Ethics	2	2	0				2	32
BHC222	Management of Hospital Services	3	3	0				3	48
BHI331	Health Management Information Systems	3	2	1				3	48
BHT211	Computerized Typing ( Arabic and English) IV	1	0	4				4	64
Sub-Total		30	26	26	13	12	15	12	832
PROGRAM REQUIREMENTS									
BRP131	Principles of Management	3	4	0	4				64
BRA131	Principles of Accounting I	3	4	0	4				64
BRA232	Principles of Accounting II	3	4	0		4			64
BRM231	Principles of Marketing	3	3	0		3			48
BHT111	Medical Terminology	1	3	0		3			48
BHB211	Basics of First Aid	1	2	1		3			48
BHN321	Nutrition, Health and Diseases	1	3	0			3		48
BHU221	Computer Applications for Health Systems	1	0	4			4		64
BBE231	Pripicles of Economics	2	3	0			3		48
BBB332	Data Analysis and Visualization	2	0	4				4	64
BRR331	Research Methodology	3	2	3				5	80
BHB431	Principles of Biostatistics	2	3	0				3	48
Sub-Total		25	31	12	8	13	10	12	688
GENERAL REQUIREMENTS									
GRC131	Introduction to Computer Skills	3	1	6	7				112
GRE131	English Language I	3	5	0	5				80
GRP101	Sports and Physical Education I	0	0	1	1				16
GRA331	Arabic Language	3	3	0		3			48
GRE202	English Language II	1	5	0		5			80
GRP202	Sports and Physical Education II	0	0	1		1			16
GRI431	Studies in Arab-Islamic Culture	3	3	0			3		48
GRE333	English Language III (Technical)	1	5	0			5		80
GRP303	Sports and Physical Education III	0	0	1			1		16
GRT311	Entrepreneurship and Freelancing Skills	2	4	0				4	64
GRS401	English Language IV (Communication Skills)	1	5	0				5	80
GRP404	Sports and Physical Education IV	0	0	1				1	16
GRF400	Free Learning, Library and Computer Lab Practice	0	0	4	1	1	1	1	64
Sub-Total		17	31	14	14	10	10	11	720
	Voluntary Work	0	0	28	7	7	7	7	28
BHJ011	On-the-job Training I	1	Between third and fourth semester (3 Weeks)						
BHJ012	On-the-job Training II	2	After fourth semester (5 Weeks)						
Grand Total		75	88	52	35	35	35	35	2240