

## Healthcare Management, Diploma

### School of Technology

The Healthcare Management Diploma program combines course work in human biology, medical terminology, transcription, medical office duties, electronic health record and billing processes. Courses included in this diploma program may be applied toward the Healthcare Management AAS program.

#### Career Opportunities

Graduates of the Healthcare Management Diploma program may find employment as medical administrative assistants, medical office personnel, medical records assistants, unit secretaries, admissions clerks, claims processors and medical records technicians.

#### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate proficiency in writing, basic math and communication.
- Collect, prepare, file, store, and retrieve information using various software programs.
- Demonstrate proficiency using practice management and electronic health record software.
- Work independently or in teams to demonstrate effective interpersonal and problem-solving skills, attitudes and work habits.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Prereq/Coreq(Co)	Options Available
Fall	1	PDV 101	First Year Seminar	1		
	2	BIO 107	Human Biology	3		BIO 171 & 172
	3	CPT 150	Microcomputer Concepts	3		
	4	ENG 161	College Writing	3	ENG 085 or Placement	
	5	HCM 145	Medical Office Procedures	3		
	6	SPC 156	Interpersonal Communication	3		SPC 155
Spring	7	BUS 120	Mathematics for Business	3	MTH 050, 050A or Placement	
	8	BUS 245	Principles of Marketing	3		
	9	HCM 130	A&P for Medical Offices	3	BIO 107 or BIO 171 & 172	
	10	HCM 150	Introduction to Health Information	3		
	11	HCM 155	Electronic Health Records	3		

Total Program Credits

31

HCMG