

# HEALTHCARE MANAGER

## Healthcare Management Technology (A25200)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

### COURSE REQUIREMENTS

Richmond Community College provides day and evening course sequences for selected programs to enable students to better plan what courses to take to reach their educational goals. However, given the continued increase in the use of technology in instruction and increasing student demand for distance learning courses, the College may offer hybrid, online, web-based and information highway courses in place of traditional courses in any course sequence that is listed. Therefore, students should be aware of this possibility and prepare themselves to successfully function in a hybrid, online, web-based, or information highway course.

				Class	Lab	Work/ Clinical	Credit
<b>A. General Education Courses</b>							
1. Required Courses							
ENG	111	Writing and Inquiry		3	0	0	3
ENG	112	Writing/Research in the Disciplines		3	0	0	3
or							
COM	231	Public Speaking		3	0	0	3
		Humanities/Fine Arts Elective*		3	0	0	3
		Social/Behavioral Sciences Elective*		3	0	0	3
Math Option (Choose One):**							
MAT	143	Quantitative Literacy		2	2	0	3
MAT	152	Statistical Methods I		3	2	0	4
MAT	171	Precalculus Algebra		3	2	0	4
<b>B. Major Courses</b>							
1. Core Courses							
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>							
ACC	120	Principles of Financial Accounting		3	2	0	4
ACC	121	Principles of Managerial Accounting		3	2	0	4
CIS	110	Introduction to Computers		2	2	0	3
HMT	110	Intro to Healthcare Management		3	0	0	3
HMT	210	Medical Insurance		3	0	0	3

HMT	211	Long-Term Care Administration	3	0	0	3
HMT	215	Legal Aspect of Healthcare Admin	3	0	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
<b>2. Other Major Courses</b>						
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
HMT	212	Management of Healthcare Organizations	3	0	0	3
HMT	225	Practice Mgmt Simulation	2	2	0	3
OST	131	Keyboarding	1	2	0	2
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1
<b>C. Other Required Courses</b>						
ACA	122	College Transfer Success	0	2	0	1

**Total Credit Hours**

**68-69**

\*Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE  
HEALTHCARE MANAGEMENT TECHNOLOGY (DAY)**

			Work/			
			Class	Lab	Clinical	Credit
<b>First Year – Fall Semester</b>						
ACA	122	College Transfer Success	0	2	0	1
ACC	120	Principles of Financial Accounting	3	2	0	4
ENG	111	Writing and Inquiry	3	0	0	3
HMT	110	Intro to Healthcare Management	3	0	0	3
HMT	215	Legal Aspect of Healthcare Admin	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
			15	4	0	17
<b>First Year – Spring Semester</b>						
ACC	121	Principles of Managerial Accounting	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
HMT	210	Medical Insurance	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	1	2	0	2
		Math Option**	2-3	2	0	3-4
			14-15	8	0	18-19
<b>Second Year – Fall Semester</b>						
BUS	153	Human Resource Management	3	0	0	3

ENG	112	Writing/Research in the Disciplines	3	0	0	3
or						
COM	231	Public Speaking	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
		Social/Behavioral Sciences Elective*	3	0	0	3
			—	—	—	—
			16	0	0	16

**Second Year – Spring Semester**

BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
HMT	212	Management of Healthcare Organizations	3	0	0	3
HMT	225	Practice Mgmt Simulation	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1
		Humanities/Fine Arts Elective*	3	0	0	3
			—	—	—	—
			14	4	10	17

**Total Credit Hours**

**68-69**

\*Approved Electives are listed on the page before the Course Descriptions.

**HEALTHCARE MANAGEMENT TECHNOLOGY (CERTIFICATE) (C25200)  
COURSE REQUIREMENTS**

			<b>Class</b>	<b>Lab</b>	<b>Work/ Clinical</b>	<b>Credit</b>
CIS	110	Introduction to Computers	2	2	0	3
HMT	110	Introduction to Healthcare Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	215	Legal Aspect of Healthcare Admin	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
			—	—	—	—
			17	2	0	18

**Total Credit Hours**

**18**

**HEALTHCARE MANAGEMENT TECHNOLOGY (A25200) (ONLINE)  
COURSE REQUIREMENTS**

		<b>Work/</b>				
		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>	
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Writing and Inquiry	3	0	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
or						
COM	231	Public Speaking	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
Math Option (Choose One):**						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
HMT	110	Intro to Healthcare Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3
HMT	215	Legal Aspect of Healthcare Admin	3	0	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
2. Other Major Courses						
<i>General Healthcare Management Technology Courses (Must have a grade of "C" or better for the following.)</i>						
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
HMT	212	Management of Healthcare Organizations	3	0	0	3
HMT	225	Practice Mgmt Simulation	2	2	0	3
OST	131	Keyboarding	1	2	0	2
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1
<b>C. Other Required Courses</b>						
ACA	122	College Transfer Success	0	2	0	1

\*Approved Electives offered online:

Humanities/Fine Arts Electives are: ART 111, ASL 111, ENG 231, MUS 110, PHI 240, REL 211, REL 212, and SPA 111.

Social/Behavioral Sciences Electives are: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, and SOC 213.

**SEMESTER SCHEDULE  
HEALTHCARE MANAGEMENT TECHNOLOGY (ONLINE)**

			<b>Work/</b>			
			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>First Year – Fall Semester</b>						
ACA	122	College Transfer Success	0	2	0	1
ACC	120	Principles of Financial Accounting	3	2	0	4
ENG	111	Writing and Inquiry	3	0	0	3
HMT	110	Intro to Healthcare Management	3	0	0	3
HMT	215	Legal Aspect of Healthcare Admin	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
			—	—	—	—
			15	4	0	17
<b>First Year – Spring Semester</b>						
ACC	121	Principles of Managerial Accounting	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
HMT	210	Medical Insurance	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	1	2	0	2
		Math Option**	2-3	2	0	3-4
			—	—	—	—
			14-15	6	0	18-19
<b>Second Year – Fall Semester</b>						
BUS	153	Human Resource Management	3	0	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
		or				
COM	231	Public Speaking	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
		Social/Behavioral Sciences Elective*	3	0	0	3
			—	—	—	—
			16	0	0	16
<b>Second Year – Spring Semester</b>						
BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
HMT	212	Management of Healthcare Organizations	3	0	0	3

HMT	225	Practice Mgmt Simulation	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
WBL	115	Work-Based Learning Seminar I	1	0	0	1
		Humanities/Fine Arts Elective*	3	0	0	3
			<hr/>	<hr/>	<hr/>	<hr/>
			14	4	10	17

**Total Credit Hours**

**68-69**

\*Approved Electives offered online:

Humanities/Fine Arts Electives are: ART 111, ASL 111, ENG 231, MUS 110, PHI 240, REL 211, REL 212, and SPA 111.

Social/Behavioral Sciences Electives are: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, and SOC 213.

**HEALTHCARE MANAGEMENT TECHNOLOGY (CERTIFICATE) (C25200)  
(ONLINE)  
COURSE REQUIREMENTS**

			<b>Class</b>	<b>Lab</b>	<b>Work/ Clinical</b>	<b>Credit</b>
CIS	110	Introduction to Computers	2	2	0	3
HMT	110	Introduction to Healthcare Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	215	Legal Aspect of Healthcare Admin	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
			<hr/>	<hr/>	<hr/>	<hr/>
			17	2	0	18

**Total Credit Hours**

**18**