

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	
A. General Education Courses					
1. Required Courses					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disciplines	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. Major Courses					
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 220	Healthcare Financial Management	4	0	0	4
MED 118	Medical Law and Ethics	2	0	0	2

MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
2. Other Major Courses						
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
C. Other Required Courses						
ACA	122	College Transfer Success	0	2	0	1

Total Credit Hours**67-68**

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

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

			Class	Lab	Work/ Clinical	Credit
First Year – Fall Semester						
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
MED	121	Medical Terminology I	3	0	0	3
		Math Option**	2-3	2	0	3-4
			—	—	—	—
			14-15	6	0	17-18
First Year – Spring Semester						
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	1	2	0	2
			—	—	—	—
			15	6	0	18
Second Year – Fall Semester						
BUS	153	Human Resource Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3

MED	118	Medical Law and Ethics	2	0	0	2
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			17	0	0	17

Second Year – Spring Semester

CTS	130	Spreadsheet	2	2	0	3
HMT	212	Management of Healthcare Organizations	3	0	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
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
			12	4	10	15

Total Credit Hours

67-68

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

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

			Class	Lab	Work/ Clinical	Credit
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
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
			16	2	0	17

Total Credit Hours

17

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

				Work/			
		Class	Lab	Clinical	Credit		
A. General Education Courses							
1. Required Courses							
ENG	111	Writing and Inquiry	3	0	0	3	
ENG	112	Writing/Research in the Disciplines	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. Major Courses							
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	220	Healthcare Financial Management	4	0	0	4	
MED	118	Medical Law and Ethics	2	0	0	2	
MED	121	Medical Terminology I	3	0	0	3	
MED	122	Medical Terminology II	3	0	0	3	
2. Other Major Courses							
General Healthcare Management Technology Courses (<i>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	
C. Other Required Courses							
ACA	122	College Transfer Success	0	2	0	1	
Total Credit Hours					67-68		

*Approved Electives offered online:

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

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)

			Work/			
			Class	Lab	Clinical	Credit
First Year – Fall Semester						
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
MED	121	Medical Terminology I	3	0	0	3
		Math Option**	2-3	2	0	3-4
			—	—	—	—
			14-15	6	0	17-18
First Year – Spring Semester						
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	1	2	0	2
			—	—	—	—
			15	6	0	18
Second Year – Fall Semester						
BUS	153	Human Resource Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3
MED	118	Medical Law and Ethics	2	0	0	2
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			—	—	—	—
			17	0	0	17
Second Year – Spring Semester						
CTS	130	Spreadsheet	2	2	0	3
HMT	212	Management of Healthcare Organizations	3	0	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
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

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12	4	10	15

Total Credit Hours**67-68**

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

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**

					Work/ Clinical	
			Class	Lab	Credit	Credit
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
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
			—	—	—	—
			16	2	0	17

Total Credit Hours**17**