

HEALTHCARE OFFICE PROFESSIONAL AAS	
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**PURPOSE:** This program prepares students for employment in healthcare office environments. Employment opportunities may include medical administrative assistants, receptionists, appointment coordinators, medical transcriptionists, medical scribes, medical editors, medical secretary, pathology reporting specialists, health unit coordinators, and healthcare documentation specialists. Healthcare office professionals may provide support to patients, physicians, nurse practitioners, physician assistants, and surgeons in hospitals, clinics, or medical offices. Extensive training is provided in medical terminology, healthcare documentation, and office technology and fundamentals. Students will learn how diseases affect the body and which medications and other treatments are used to treat illnesses.

**Award**

Healthcare Office Professional AAS .....	60 Total credits
Healthcare Office Professional Curriculum .....	43 credits
MnTC Curriculum/General Education .....	17 credits

***\*This program is available fully online.***

## RECOMMENDED FULL-TIME COURSE SEQUENCE

*Not all courses are scheduled every semester. See course schedule: <https://eservices.minnstate.edu/registration/search/basic.html?campusid=306>.*

<b>Semester 1</b> ENGL 1117, Reading and Writing Critically <b>OR</b> ENGL 1109, Intro to Professional and Tech Writing COMM 1130, Interpersonal Communications HCOP 1620, Med Term for Health Professionals AOP 2614, Customer Relations Management Elective Credit  <b>Total Credits</b>	4 cr  3 cr 3 cr 3 cr 3 cr 3 cr	<b>Semester 2</b> BIOL 1107, Fundamentals of A & P AOP 2622, Multimedia and Collaborative Tech AOP 2617 MS Outlook and Meeting Planning AOP 2630, Emerging Technology Elective Credit  <b>Total Credits</b>	4 cr 3 cr 3 cr 3 cr 3 cr
<b>Semester 3</b> PHIL 1135 Bioethics MN Tech (1-10) AOP 2220 Business Communications HIMC 2600 Human Diseases for Health Professionals Elective Credit  <b>Total Credits</b>	3 cr 3 cr 3 cr 3 cr 3 cr	<b>Semester 4</b> AOP 2870 Employment Strategies HCOP 1630 Healthcare Office Fundamentals HCOP 1640 Healthcare Office Documentation HIMC 2610 Pharmacology Elective Credit  <b>Total Credits</b>	1 cr 3 cr 4 cr 2 cr 3 cr

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## RECOMMENDED PART-TIME COURSE SEQUENCE

Not all courses are scheduled every semester. See course schedule: <https://eservices.minnstate.edu/registration/search/basic.html?campusid=306>.

<b>Semester 1</b> ENGL 1117, Reading and Writing Critically <b>OR</b> ENGL 1109, Intro to Professional and Tech Writing COMM 1130 Interpersonal Communications  <b>Total Credits</b>	4 cr  3 cr 3 cr  <b>6 or 7</b>	<b>Semester 2</b> HCOP 1620, Med Term for Health Professionals AOP 2614, Customer Relations Management Elective Credit  <b>Total Credits</b>	3 cr 3 cr 3 cr  <b>9</b>
<b>Semester 3</b> BIOL 1107 Fundamentals of A & P AOP 2622, Multimedia and Collaborative Tech  <b>Total Credits</b>	4 cr 3 cr  <b>7</b>	<b>Semester 4</b> AOP 2617 MS Outlook and Meeting Planning AOP 2630, Emerging Technology Elective Credit  <b>Total Credits</b>	3 cr 3 cr 3 cr  <b>9</b>
<b>Semester 5</b> PHIL 1135 Bioethics MN Tech (1-10) HIMC 2600 Human Diseases for Health Professionals  <b>Total Credits</b>	3 cr 3 cr 3 cr  <b>9</b>	<b>Semester 6</b> AOP 2220 Business Communications Elective Credit  <b>Total Credits</b>	3 cr 3 cr  <b>6</b>
<b>Semester 7</b> HIMC 2610 Pharmacology Elective Credit  <b>Total Credits</b>	2 cr 3 cr  <b>5</b>	<b>Semester 8</b> AOP 2870 Employment Strategies HCOP 1630 Healthcare Office Fundamentals HCOP 1640 Healthcare Office Documentation  <b>Total Credits</b>	1 cr 3 cr 4 cr  <b>8</b>

Course descriptions can be found at: <https://www.rctc.edu/academics/courses/course-descriptions>.