

## HEALTHCARE OFFICE PROFESSIONAL CERTIFICATE

**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**

Certificate..... 23 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>		<b>Semester 2</b>	
ENGL 1630, English Grammar for Careers	3 cr	AOP 2617, Microsoft Outlook and Meeting Planning	3 cr
AOP 2614, Customer Relations Management	3 cr	AOP 2870, Employment Strategies	1 cr
AOP 2350, Microcomputer Business Applications	3 cr	HCOP 1630, Healthcare Office Fundamentals	3 cr
HCOP 1620, Medical Terminology for Health Professions	3 cr	HCOP 1640, Healthcare Office Documentation	4 cr
<b>Total Credits</b>	<b>12</b>	<b>Total Credits</b>	<b>11</b>

### **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>		<b>Semester 2</b>	
ENGL 1630, English Grammar for Careers	3 cr	AOP 2350 Microcomputer Business Applications	3 cr
AOP 2614, Customer Relations Management	3 cr	HCOP 1620, Medical Terminology for Health Professions	3 cr
<b>Total Credits</b>	<b>6</b>	<b>Total Credits</b>	<b>6</b>
<b>Semester 3</b>		<b>Semester 4</b>	
HCOP 1630, Healthcare Office Fundamentals	3 cr	AOP 2870, Employment Strategies	1 cr
HCOP 1640, Healthcare Office Documentation	4 cr	AOP 2617, Microsoft Outlook and Meeting Planning	3 cr
<b>Total Credits</b>	<b>7</b>	<b>Total Credits</b>	<b>4</b>

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