



A Unit of the Technical College System of Georgia - Equal Opportunity Institution

Healthcare Management Degree (Physician’s Practice Management)

Program Location:
North Metro Campus

HCM Program Admission:

Students seeking admission to the Healthcare Management (HCM) Program must be fully admitted to the college and considered program ready. Students may directly enroll in the college’s *Healthcare Management Degree program of study* to complete the general education core and occupational courses.

Suggested Course Sequence:

The Health Care Management program is not a cohort program, and students may take courses as the schedule permits. Below is a suggested course sequence, please note that any class that is unavailable in the desired semester, students will add that course to the following semester. All courses must be completed with a grade of “C” or higher.

Semester	Course	Course Name	Credit	Grade
1 st	ENGL 1101	Composition and Rhetoric	3	
1 st	MAST 1060	Medical Office Procedures	4	
1 st	MATH 1101 or MATH 1111	Math Modeling or College Algebra	3	
1 st	PSYC 1101	Introductory Psychology	3	
1 st	BIOL 2113 BIOL 2113L	Anatomy and Physiology I Anatomy and Physiology I Lab	3 1	
2 nd	ACCT1100	Financial Accounting I	4	
2 nd	COMP 1000	Introduction to Computers	3	
2 nd	COMM 1100 or SPCH 1101	Human Communication or Public Speaking	3	
2 nd	MAST 1010	Legal and Ethical Concerns in the Medical Office	2	
2 nd	BIOL 2114 BIOL 2114L	Anatomy and Physiology II Anatomy and Physiology II Lab	3 1	

Semester	Course	Course Name	Credit	Grade
3 rd	MAST 1110	Administrative Practice Management	3	
3 rd	MAST 2100	Electronic Medical Office Technology (EMR)	2	
3 rd	ALHS 1140	Health Care Communication	3	
4 th	ACCT 1105	Financial Accounting II	4	
4 th	MGMT 1100	Principles of Management	3	
4 th		Humanities Elective – Choose one	3	
5 th	MGMT 2115	Human Resource Management	3	
5 th	MAST 2108**	Physician Practice Management**	6	

** All MAST & General Education courses must be completed prior to this course. This course is a simulation (hands-on) application of competencies from the prior courses.**

Upon completion, students may petition for graduation to receive an Associate of Applied Science Degree in Healthcare Management. Successful completion of the Healthcare Management program will provide foundational concepts and skill sets to sit for a practice manager or medical office manager certification exam. The national exams are offered by several national organizations, such as <http://www.aapc.com> or www.pahcom.com. National certification is based on individual preference and certification goals. The national certification is not included in this degree. However, a mock national certification is administered during the capstone course.

Academic Advisement:

Students should email a Health Sciences Advisor with questions about admission criteria or to schedule an advisement appointment. For a list of Health Sciences Advisor visit the [Office of Advisement](#) webpage.

Program Director:

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