

HEALTHCARE FOUNDATION

Certificate

Quincy College | Academic Division of Allied Health

Program Description

This program prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, healthcare facilities and services administrators, and other healthcare professionals.

Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software applications, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics.

Program Outcomes

At the completion of this program, the student should be able to:

- Identify and apply the medical terminology and abbreviations of the healthcare profession.
- Utilize information technology for research and the solution of common business problems.
- Operate programs, software, and computer applications of the healthcare profession.
- Demonstrate an understanding of relevant data sources, compliance rules, regulations, and the ethics of patient care.
- Demonstrate proficiency in business writing and communication skills as they apply to the healthcare field.

Course / Credit Information

Program Requirements 12 credits		Credits
CSI 101	Intro to Computers	3 credits
HSC 140	Medical Terminology	3 credits
PHL 103	Medical Ethics	4 credits
SOC 112	Interpersonal Communication	3 credits
CSI 101	Intro to Computers	3 credits

Total credits required for graduation 12 credits

ADDITIONAL INFORMATION

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall

S=Class is only offered in the Spring

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.