

Career Certificate

Health Service Administration

Curriculum Code: 987**Program Information**

This program prepares students to become integral parts of the administrative support team found in today's complex medical and dental office environments. This program provides students with a strong background in general and business education, computer hardware and software operations, and integrating technology with the multiple tasks of an office environment.

Courses in this program concentrate on interpersonal skills, working as a member of a team, communications skills, decision-making, effectively managing priorities and managing administrative tasks.

When You Graduate

Certificate programs provide specific career skills development as well as the opportunity to test an area of interest, or enhance a degree program. Students who complete a certificate program can continue to obtain a degree.

Credits will transfer into CCC's Business Management associate degree program.

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Program Requirements (26 credits)	Credits
<input type="checkbox"/> CS 101 Introduction to Microcomputers or CS 102 Applications on the Microcomputer	3
<input type="checkbox"/> EN 101 English Composition I	3
<input type="checkbox"/> EN 204 Business Communication	3
<input type="checkbox"/> HS 103 Medical Terminology	2
<input type="checkbox"/> OA 109 Medical Office Practice	3
<input type="checkbox"/> OA 110 Introduction to Health Information Mgmt	3
<input type="checkbox"/> OA 217 Medical Office Accounting	3
<input type="checkbox"/> OA 219 Administrative Office Management	3
<input type="checkbox"/> SP 203 Effective Speech	3
Total Credits	26