

This program prepares students for employment as health care services supervisors in mid-management positions in the health field. Leadership, legal aspects, budgeting, safety and management are integral components of this program.

This program is an intermediate step toward the Associate in Science degree in Health Services Management.

For additional information, call (904) 808-7465.

CERTIFICATE SPECIFIC COURSES:

CGS	1100	Microcomputer Applications	3	
+	CGS	1515	Spreadsheet Concepts for Business.....	3
+	GEB	2214	Business Communications	3
+	HIM	1000	Introduction to Health Information Management	3
+	HIM	1500	Quality Management	3
+	HIM	2432	Concepts of Disease	3
+	HSA	2252	Health Care Coding.....	3
	HSC	1000	Introduction to Health Care Delivery System.....	3
	HSC	1531	Medical Terminology.....	3
	HSC	1641	Legal and Ethical Issues for Healthcare Providers.....	3
	MAN	2021	Principles of Management	3

REQUIRED TOTAL CREDIT HOURS **33**

+Prerequisite courses required. See course descriptions in catalog.

