

HEALTH SERVICES ADMINISTRATION CERTIFICATE

The Certificate in Health Services Administration provides key courses that benefit persons employed in healthcare who have taken on administrative function or who desire to do so but whose education was in non-administrative fields. These might include front office staff in physician offices or clinical personnel moving into supervisory positions. It is also open to Chico State students pursuing other majors who would benefit from a certificate in this area of study. The certificate can be completed within one year.

Non-degree-seeking students may enroll in a state-support certificate through Open University on a space-available basis with program approval; University application is not required. Students pursuing the certificate who decide that they would like to complete the bachelor's degree in health services administration may apply to the University; completed certificate coursework would apply to the degree.

Students who are currently pursuing or who have earned a BS in health services administration, or a minor in health services administration may not earn the certificate in health services administration.

Grading Requirement

All courses taken to fulfill program course requirements must be taken for a letter grade except those courses specified by the department as credit/no credit grading only.

An overall GPA of 2.5 is required.

Course Requirements for the Certificate

The following courses, or their approved transfer equivalents, are required of all candidates for this certificate.

Course	Title	Units
ACCT 201	Introduction to Financial Accounting	3
MGMT 304	Human Resource Management	3
PHHA 330W	Management Principles in Health Services (W)	3
PHHA 331	The Healthcare Delivery System	3
PHHA 430	Management of Health Services Organizations	3
PHHA 435	Health Care Policy and Politics	3
Total Units		18