

2025 - 2026

Health Care Administration Associate in Science Degree

Complete the following program of study (Major #C.4501.AS). Major requirements (40 units minimum).

The Associate in Science Degree in Health Care Administration program prepares students for employment as a leader of business operations of health care facilities. Students receive instruction on the fundamentals of business and the theories and practices applied to health care organizations. As part of the management team of a health care organization, graduates ensure that the health care organization runs smoothly and patients receive effective and efficient care.

Name: _____ **Student ID:** _____ **Date:** _____

Course Overview and Selection

Required Core Courses:

Course	Course Description	Units	Completed	In Progress	Planned
BIOL 5	Human Biology	4			
COMM 10	Intercultural Communication	3			
HCA 5	Introduction to Health Care and Careers	3			
OT 10	Medical Terminology	3			
BA 33	Human Relations in Business	3			
HCA 104	Medical Billing Procedures	4			
IS 15	Computer Concepts	3			
HCA 103	Medical Office Administration	4			
BA 10	Introduction to Business	3			
ECON 1A or ECON 1B	Principles of Macroeconomics or Principles of Microeconomics	3			
BA 39 or BA 23 or STAT C1000	Finite Mathematics (3) or Elementary Statistics (4) or Introduction to Statistics (4)	3-4			
ENGL C1000 or ENGL C1000H	Academic Reading and Writing or Academic Reading and Writing-Honors	4			

Notes:

Total Units 40-41

All courses require a "C" (2.0) or higher.

Program Learning Outcomes:

1. Students will be able to demonstrate knowledge of the fundamentals of business theories and practices in health care organizations.
2. Students will be able to utilize skills from health care, business, economics, and computer information systems to manage and lead health care organizations.

Comments: