

Certificate in Health Care Administration
Requirements Worksheet

Name: _____ Student ID: _____

Grade	Course Number & Title (units)	Need to Take	Prerequisites†
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Complete ALL of the following courses:

	HCA 300: The Health Care System (3)		
	HCA 312: Health Personnel Management (3)		
	HCA 410: Health Management & Organization (3)		
	HCA 450: Quality Assurance in Health Care (3)		

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Total units required for HCA certificate: 12