



Program Map

Health Care Services Specialist

College Credit Certificate 3100



Fall Term

Course Number	Title	Credits	Prerequisites/Notes
CGS 1100C	Introduction to Microcomputers Using Windows	3	
HIM 2012	Health Law Concepts and Practices	2	
HIM 2721	Introduction to Coding and Reimbursement Systems	2	
HSC 1532	Medical Terminology	3	
Total Semester Credit Hours =		10	

Spring Term

Course Number	Title	Credits	Prerequisites/Notes
BSC 1085C	Human Anatomy and Physiology I	4	Corequisite(s): BSC 1085L
CGS 2510C	Spreadsheet Applications	3	
HIM 2510	Quality and Performance Improvement	2	
HSC 1149	General Pharmacology for Health Professionals	1	
Total Semester Credit Hours =		10	

Summer Term

Course Number	Title	Credits	Prerequisites/Notes
HSA 1100	Healthcare Delivery Systems	3	
HSA 2001	Interprofessional Team-Base Healthcare	2	
HSA 2182	Health Services Management Concepts	2	
Total Semester Credit Hours =		7	
Total Program Credit Hours =		27	

NOTE: This map may be customized for part-time and specialized schedules. For the AA Checklist or the General Education options, visit the [College Catalog](#).

Civic Literacy Requirement – All students seeking an associate or baccalaureate degree must meet the Florida Civic Literacy Requirement which includes the completion of one of the following courses: AMH 1010, AMH 1020, or POS 1041 and a passing score on the Florida Civic Literacy Exam (FCLE).

Foreign Language Requirement – To earn the Associate in Arts, students must have completed two years of the same foreign language in high school or complete two semesters of the same foreign language in college.

Program Description

This certificate program prepares you for employment as a health service supervisor, health service manager, or to provide you with supplemental training in a previous or current health occupation. You will learn leadership and supervisory skills, laws and regulations pertaining to healthcare facilities and agencies, organizational structure of healthcare facilities, budgeting, and fiscal management, making employee assignments and scheduling, legal aspects of healthcare, health and safety including CPR and employability skills. Program credits articulate directly into the A.S. degree in Health Services Management (Program #1770).

Length: 27 credit hours

Pre-Degree Requirements

Transfer Resources

Florida Shines – floridashines.org/transfer-schools

Local University Guaranteed Admission Agreements:

- Florida Agricultural and Mechanical University (FAMU) – famu.edu/academics/transfer-student-services
- Florida Gulf Coast University (FGCU) – fgcu.edu/transfer
- Florida Polytechnic University – floridapoly.edu/admissions/transfer
- Troy University – troy.edu/transfer
- University of South Florida (USF) – usf.edu/undergrad/transfer-student-success/fuse

Contacts

GPS Coach: Mr. Rob Hampton

863-784-7128, hamptonr@southflorida.edu

Academic Advisor: Mrs. Danielle Nuccio

863-784-7027, danielle.nuccio@southflorida.edu

Program Navigator: Dr. Isaac Durrance

863-784-7438, durranci@southflorida.edu

Please always check online at southflorida.edu/current-students/college-catalog or meet with your academic advisor or program navigator to ensure that you are viewing the latest and most accurate information.

Career Resources

SFSC's Career Development Center website provides detailed, guided information on career exploration and transfer programs: southflorida.edu/current-students/student-support-resources/career-development-center.

Career Information

Common Job Titles

- Health Service Supervisor
- Health Service Manager
- Practice Administrator
- Office Manager

Assist with planning and coordinating medical and health services in hospitals, clinics, managed care organizations, public health

Regional Labor Market Information

- Higher than average job growth expected in Florida
- Service District
 - Average Hourly Wage: \$18.58
 - Average Annual Wage: \$38,640

Career and Labor Market Research Tools

- U.S. Bureau of Labor Statistics: bls.gov
- CareerOneStop
- [Occupational Outlook Handbook](http://OccupationalOutlookHandbook)

Soft Skills

- Communication
- Teamwork
- Resilience and Adaptability
- Time Management and Productivity
- Business Ethics