

Post-Baccalaureate Certificate: Health Information Administration

Official Degree Plan, Effective Fall 2025



Prepare to be the best.

Student Name: _____ ID # _____ Date: _____

General Courses 14 semester hours

COURSE	COURSE TITLE	HOURS	INSTITUTION	SEMESTER COMPLETED	GRADE
BUS 110	Microsoft Office Applications	4			
GEN 105	Medical Terminology	1			
HIM 180	Essentials of Pharmacology	2			
HIM 224	Anatomy and Physiology	4			
HIM 226	Human Disease and Conditions	3			

Major Courses 35 semester hours

COURSE	COURSE TITLE	HOURS	INSTITUTION	SEMESTER COMPLETED	GRADE
BUS 335	Managing Health Care Department	3			
BUS 375	Concepts of Leadership	2			
BUS 411	Operations and Quality Management	3			
BUS 499	Capstone	3			
HIM 108	Concepts and Principles of HIM	3			
HIM 218	Data Analysis and Visualization	3			
HIM 333	Classification Systems and Reimbursement Methodologies	3			
HIM 340	Healthcare Informatics	3			
HIM 360	Compliance and Legal Applications	3			
HIM 368*	Professional Practice Experience I	2			
HIM 417	Data Organization, Analysis and Governance	4			
HIM 477	Health Information Administration Assessment	1			
HIM 495*	Professional Practice Experience II	2			

* Designated service course

Total semester hours in program 49

Service Requirement All students are required to complete designated service courses as a component of their program of study. Service experiences must be passed successfully to pass the class.

Residency Requirement At least 15 semester hours must be completed at Clarkson College for a certificate. Major and courses may include service requirements based on courses within the curriculum.