Bachelor of Science, Healthcare Administration

The Bachelor of Science in Healthcare Administration Program is intended for graduates who hold a healthcare-related associate degree and/or have completed a total of 60 hours of approved transfer credit. The degree is aimed to prepare graduates to plan, direct, and coordinate the delivery of healthcare operations. The program offers more specialized course work focusing on managing finances, human resources, and daily operations of the medical facility.

Graduates from the Online Bachelor's Completion Program may have opportunities to various entry-level or advanced positions in many different organizations, like hospitals, community health centers, clinics and nursing homes. Professionals with the degree will likely be in demand, as the Bureau of Labor Statistics predicts high growth in health administration jobs.*

Program Length: 64 Weeks (full time)

		Hours	Credits
ENG300	Writing as a Professional	60	4
HC325	Quality Management in Healthcare	60	4
HC310	Emergency Preparedness for Health Professionals	60	4
HC415	Hospital Billing & Reimbursement	60	4
HC430	Ethical and Legal Perspectives in Healthcare	60	4
BUS350	Marketing Concepts	60	4
HC315	Healthcare Policy	60	4
HIT300	Advanced Computer Applications	60	4
BUS300	Managerial Finance	60	4
HC320	Topics in Public Health	60	4
HC330	Advanced Information Management	60	4
SC300	Organizational Behavior	60	4
ECO310	Economics	60	4
HC425	Focus in Long Term Care	60	4
HC435	Professional Capstone	60	4
Total		**900**	**60**

Program Total with Transfer Credits: 120

All courses are fully online

Other Program Requirements:
Minimum of 60 hours of approved transfer credit

Award Upon Completion: Bachelor of Science

*https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm

BUS300*
Managerial Finance
Prerequisites: ENG300
(60 hours; 4 credits)
This course will familiarize students with tasks that are essential to the operational management of clinical services, including estimating costs and profits, planning and budgeting, analyzing new equipment purchases, using metrics to monitor operations, and working with financial statements.

BUS350*
Marketing Concepts
Prerequisites: ENG300
(60 hours; 4 credits)
Students will gain an understanding of marketing and its role in creating customer value and market place exchanges that benefit the organization and its stakeholders. This course will help students to identify and measure consumers' needs and wants, assess the competitive environment, select the most appropriate customer targets and develop marketing strategies.

ECO310*
Economics
Prerequisites: ENG300
(60 hours; 4 credits)
Students will study how scarce resources are allocated, given the unlimited wants of a society. Gaining an understanding of economic theories and concepts will enable students to make a better assessment of and an improved contribution to discussions on political, economic and social issues.

ENG300*
Writing as a Professional
Prerequisites: None
(60 hours; 4 credits)
This course focuses on skills required for effective writing with an emphasis on exposition and analysis, including using a variety of research skills. The course explores the analysis of reports, proposals and research about issues in the professional environment. The course includes a review of grammar and stylistic usage in proofreading and editing, with emphasis on the rhetorical function of these mechanics. Assignments will be assessed using theoretical and practical applications. Topics include: summative writing, analysis, proposals and practice, revision and research.

HC310*
Emergency Preparedness for Health Professionals
Prerequisites: ENG300
(60 hours; 4 credits)
This course gives the healthcare provider an overview of the key principles and concepts of responding to a medical disaster. This course provides firsthand accounts from healthcare providers who have witnessed terrorist actions or natural disasters and what was learned from these events. The course also looks at clinical, non-clinical issues, recovery strategies, and special circumstances for responding to these medical disasters.

HC315*
Healthcare Policy
Prerequisites: ENG300
(60 hours; 4 credits)
This course explores the changing nature of health care and the social, economic and political factors that contribute to public policy and the delivery of health care in the United States. Students will gain perspective on the policy-making process and in providing organizational leadership while undergoing policy changes.

HC320*
Topics in Public Health
Prerequisites: ENG300
(60 hours; 4 credits)
This course familiarizes students with the demographic, political, social and geographic factors that affect the status of public health. Students will examine how public health agencies play a role in resolving issues with the health of

our communities as well as the impact on the economy.

HC325*
Quality Management in Healthcare
Prerequisites: ENG300
(60 hours; 4 credits)
In this course, students will study the continuous improvement strategies of high-performing healthcare organizations and gain knowledge in how to analyze quality standards as perceived by the consumer. Focus will include measuring and evaluating performance, organizing and implementing improvement strategies and monitoring results.

HC330*
Advanced Information Management
Prerequisites: ENG300
(60 hours; 4 credits)
This course focuses on healthcare delivery systems, electronic health records and the processing, maintenance, and analysis that leaders in healthcare must utilize in order to translate statistical data into useful, quality information in an effort to control costs and minimize inefficiencies for healthcare organizations.

HC415*
Hospital Billing & Reimbursement
Prerequisites: ENG300
(60 hours; 4 credits)
This course focuses on hospital billing and reimbursement procedures. Students will gain an understanding of the flow of patient data from the time a patient is admitted to the time of discharge. Topics covered will include how to complete and submit the UB-40 claim form that is used for all Medicare and privately insured patients, how hospitals are reimbursed for patient care and services, the essentials of ICD-10-CM as well as inpatient and outpatient/ambulatory surgery coding.

HC425*
Focus in Long Term Care
Prerequisites: ENG300
(60 hours; 4 credits)

Students will explore administrative and management skills that encompass the growing and challenging industry of long-term care. These settings include skilled nursing, assisted-living, adult day care, sub-acute and hospice facilities as well as home health care.

HC430*
Ethical and Legal Perspectives in Healthcare
Prerequisites: ENG300
(60 hours; 4 credits)
This course provides the healthcare professional with an overview of legal and ethical issues that may occur while providing care to patients. Every healthcare professional will be placed in a situation where they are facing a difficult challenge. This course will provide a foundation to help manage these challenges from an ethical and legal perspective.

HC435*
Professional Capstone
Prerequisites: All
(45 hours; 4 credits)
This project-based course is designed to allow the student to demonstrate their knowledge, critical thinking skills and insight as a healthcare professional. Students will utilize their ability to apply research methods, analyze and organize information and examine theories they have learned throughout their program to matriculate a final written paper on an approved research topic of the student's choosing.

HIT300*
Advanced Computer Applications
Prerequisites: ENG300
(60 hours; 4 credits)
This course prepares students for advanced utilization of applications in the Microsoft Office Suite. Students will gain knowledge of more complex features and functions involving Word, Excel, PowerPoint and ways to integrate between these applications to perform more efficiently in the business setting. Some areas of Access database software and management tool of Outlook will also be covered.

SC300*
Organizational Behavior
Prerequisites: ENG300
(60 hours; 4 credits)
This course explores the nature of cultural and generational differences and their impact on relationships in the workplace. Students will gain perspectives on best practices of leading teams and organizations that exercise empathy, respect, and inclusiveness when communicating and interacting with patients as well as colleagues.