

## **HEALTHCARE Administration & Management Major**

*Colleen Kirtley, Program Director*

### **Program Mission Statement**

The mission of the Healthcare Administration & Management program is to prepare graduates as health administrators who direct and coordinate health services, model life-long learning through continuing education, and are engaged in their profession and community.

### **Program Description**

Healthcare Administration & Management incorporates planning, directing, and coordinating health services within a variety of health settings. At the University of Charleston, Healthcare Administration & Management is a baccalaureate degree program at either the Charleston location or completely online. Students can be either traditional or adult students and can choose to complete the program full-time or on a part-time basis. Students are both majors and/or pre-professionals who will complete the program in 4 years (full-time status) depending on whether they are needing pre-requisites for professional placement in the workforce or graduate school. Students will engage in a multidisciplinary curriculum with a strong health science and business emphasis that provides a robust health care foundation. The opportunity to gain real world skills in the professional environment of their discipline equips graduates with the work experience that employers and graduate schools desire. For example, students have the opportunity to do an immersed internship within their desired career area. Graduates can be employed in settings such as Hospital Administrators, Nursing Home Administrators, Human Resource Managers, Medical Practice Managers, or Social and Community Service Managers. Graduates will also have the education required for further study in graduate programs in Health Care Administration.

### **Program Learning Outcomes**

At the end of this course of study the graduate will:

1. Demonstrate cultural sensitivity and interpersonal skills within the health-care profession.
2. Conduct and evaluate research related to health or health related field.
3. demonstrate core business knowledge as well as appropriate analytical & quantitative techniques to develop viable healthcare management solutions.
4. Analyze ethical and legal practices within a healthcare setting.
5. Model professional behaviors and attitudes that reflect the expectations of the health-care profession and the community.

### **What You Will Study**

The Healthcare Administration & Management major consists of 124 credit hours that include a combination of major courses in Public Health & Health Sciences (37 credits) and Business/Management disciplines (42 credits), core courses (24 credits), and the availability of free electives that students can utilize to work towards completing a minor. (21 credits).

The following is a guide based on a 4-year completion period in-seat. **Students may accelerate their experience and complete the program in 3 or 3 ½ years if desired.** Students may also select to complete the program fully online. This will adjust the below pathway slightly to accommodate online class options. Every student is assigned an academic advisor who will assist with degree completion planning and career exploration.

**Standard Four-Year in-seat Path**

<b>FIRST YEAR</b>			
<b>FALL SEMESTER</b>		<b>SPRING SEMESTER</b>	
UNIV 104 College Motivation & Success	3	UNIV 105 Foundations of Character & Leadership	3
ENGL 101 Freshmen Writing I	3	ENGL 102 Freshmen Writing II	3
MATH 120 Intermediate Algebra	3	SPCH 103 Oral Communication	3
HUMN Elective	3	HUMN 1XX (HUMN Elective)	3
HSCI 110 History of Health Science	3	Flex Elective	3
PSYC 101 Intro to Psychology	3	MATH 121 College Algebra	3
	<b>18</b>		<b>18</b>

<b>SECOND YEAR</b>			
<b>FALL SEMESTER</b>		<b>SPRING SEMESTER</b>	
HSCI 230 Interprofessional Practice & Collaboration	3	EXER 225 Medical Terminology	3
BIOL 212 Intro to Anatomy & Physiology (STEM)	3	Elective	3
BIOL 212L Intro to Anatomy & Physiology Lab I	1	ACCT 202 Principles of Accounting II	3
ACCT 201 Principles of Accounting I	3	ECON 202 Principles of Macroeconomics	3
ECON 201 Principles of Microeconomics	3	PUBH 23X US Health Care Systems	3
Elective	3		
	<b>16</b>		<b>15</b>

### THIRD YEAR

FALL SEMESTER		SPRING SEMESTER	
Elective	3	BUSI 220X Info Systems & Software Apps	3
PUBH 250 Public Health Policy	3	Elective	3
BUSI 316 Business Statistics	3	HSCI 302 Health Ethics & Policy	3
MRKT 321 Principles of Marketing	3	BUSI 241 Business Communication	3
MGMT 311 Principles of Management	3		
	<b>15</b>		<b>12</b>

### FOURTH YEAR

FALL SEMESTER		SPRING SEMESTER	
Elective	3	HSCI 401 Health Leadership & Management	3
PUBH 475 Public Health Capstone	3	MGMT 445 Operations Management	3
MGMT 420 Organizational Behavior	3	MGMT 416 Managing Individuals & Teams	3
MGMT 372 Leadership	3	PUBH 497 Public Health Internship	3
MGMT 320 Human Resources Management	3	Elective	3
	<b>15</b>		<b>15</b>

#### Admission Requirements

Students must gain general admission to the University of Charleston.

#### Additional Requirements

All undergraduate students are eligible to declare Healthcare Administration & Management as their major.

To progress in the program and graduate, students must pass their required courses, including a 3-credit immersed internship, with a C or better and meet the institutional academic requirement of maintaining a minimum cumulative 2.0 GPA to remain in good academic standing.