

# HEALTHCARE ADMINISTRATION: MANAGEMENT CONCENTRATION

## Associate of Science Degree

### Program Description hc mgt

The Healthcare Administration Program prepares students for entry-level administrative positions in the healthcare industry. This program utilizes an interdisciplinary approach in the study of healthcare administration. The program provides students with a strong general education foundation, specialized healthcare knowledge, and fundamental business principles. It offers electives to support, manage, and navigate the healthcare delivery landscape. Graduates are prepared to enter the workforce in an entry-level healthcare administrative role, complete further healthcare related programs of study, or transfer to a four-year program of study.

### Program Outcomes

At the completion of this program, the student should be able to:

- Apply healthcare terminology correctly in professional communication and documentation
- Demonstrate knowledge of healthcare delivery systems and differentiate between U.S. healthcare systems and other countries' systems
- Identify the role and function of healthcare databases and healthcare information systems
- Outline the ethical considerations that influence healthcare decision making and apply principles of patient privacy
- Demonstrate the ability to communicate effectively with diverse patients, families, and healthcare professionals
- Identify the role of customer service as a business strategy in the healthcare setting
- Show knowledge of healthcare finance structures and apply basic financial management principles to healthcare settings

### **Additional Information**

1. Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall

S=Class is only offered in the Spring

### **General Education Requirements – see p. 98      Credits 25 credits total**

CSI 101 Introduction to Computers	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II <sup>1</sup>	3 credits
History/Government	3 credits
IDS 167 First Year Seminar	3 credits
Math (Statistics Preferred)	3 credits
PSY 101 General Psychology	3 credits
Natural Science w/ Lab (BIO 106 Nutrition with Lab Preferred)	4 credits

### **Program Requirements – 36 credits total      Credits**

BUS 202 Principles of Customer Service	3 credits
CSA 213 Database Management	3 credits
FIN 202 Healthcare Finance	3 credits
HCA 103 Information Systems in Healthcare Management <sup>1</sup> (S)	3 credits
HCA 104 Healthcare Delivery Systems	3 credits
HSC 140 Medical Terminology	3 credits
HSV 260 Diverse Populations	3 credits
ENG 111 Speech Communications	3 credits
PHL 103 Medical Ethics	3 credits
SOC 112 Interpersonal Communication	3 credits
Program Electives (see below)	6 credits

**Total credits required for graduation      61 credits**

<b>Program Electives</b>	<b>Credits</b>
ACC 101 Accounting I	3 credits
BUS 101 Fundamentals of Business	3 credits
HCA 108 Electronic Healthcare Records <sup>1</sup>	3 credits
HPS 102 Community and Public Health	3 credits
HPS 220 American Healthcare History	3 credits
MBC 120 Insurance Claims Procedures	3 credits
MGT 201 Principles of Management	3 credits
MGT 203 Human Resource Management (S)	3 credits
MKT 202 Principles of Marketing <sup>1</sup>	3 credits
SOC 102 Contemporary Social Problems	3 credits

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Semester 1	Credits	Pre-Requisites
ENG 111 Speech Communications	3 credits	
CSI 101 Introduction to Computers	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
HCA 104 Healthcare Delivery Systems	3 credits	
<b>Total</b>	<b>15 credits</b>	

Semester 2	Credits	Pre-Requisites
BUS 202 Principles of Customer Service	3 credits	
CSA 213 Database Management	3 credits	
ENG 102 English Composition II	3 credits	
Math	3 credits	
PHL 103 Medical Ethics	3 credits	
<b>Total</b>	<b>15 credits</b>	

Semester 3	Credits	Pre-Requisites
FIN 202 Healthcare Finance	3 credits	
History/Government	3 credits	
HSC 140 Medical Terminology	3 credits	ENG 101
HSV 260 Diverse Populations	3 credits	
Natural Science w/ Lab	4 credits	
<b>Total</b>	<b>16 credits</b>	

Semester 4	Credits	Pre-Requisites
HCA 103 Information Systems in Healthcare Management	3 credits	ENG 101 & CSI 101
Program Elective	3 credits	Program Elective
Program Elective	3 credits	Program Elective
PSY 101 General Psychology	3 credits	
SOC 112 Interpersonal Communication	3 credits	
<b>Total</b>	<b>15 credits</b>	

### Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

### Student Resources:

#### Academic Advising

617-984-1720

#### Dean's Office of Arts and Sciences & Professional Programs

617-405-5920

#### Dean's Office of Allied Health

617-405-5960

#### Dean's Office of Nursing

617-405-5990

#### Financial Aid Office

617-984-1620

#### Registrar's Office

617-984-1650

#### Student Accessibility and Academic Support Services

617-405-5915