

HEALTHCARE ADMINISTRATION: MANAGEMENT CONCENTRATION

Associate of Science Degree

Quincy College | Academic Division of Professional Programs

Program Description

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. 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 global healthcare delivery systems and healthcare financial structures.
- Identify the role and function of healthcare databases and healthcare information systems.
- Outline the ethical considerations that influence healthcare decision making and applying principles of patient privacy.
- Demonstrate effective communication skills with diverse patients, families, and healthcare professionals.
- Identify the role of customer service as a business strategy in the healthcare setting.
- Apply basic financial management principles to healthcare settings..

ADDITIONAL INFORMATION

(*) 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

Course / Credit Information

General Education Requirements 25 credits	Credits
CSI 101 Introduction to Computers	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II ¹	3 credits
History/Government	3 credits
IDS 167 or 169 First Year Seminar	3 credits
Math (Statistics Preferred)	3 credits
Natural Science w/ Lab (BIO 106 Nutrition with Lab Preferred)	4 credits
PSY 101 Gen Psychology	3 credits

Program Requirements 36 credits	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 ¹ (S)	3 credits
HCA 104 Healthcare Delivery Systems	3 credits
HSC 140 Medical Terminology	3 credits
HSV 260 Diverse Populations	3 credits
IDS 155 Critical Thinking and Writing	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**

Program Electives	Credits
ACC 101 Accounting I	3 credits
BUS 103 Fundamentals of Business	3 credits
HCA 108 Electronic Healthcare Records ¹	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 ¹	3 credits
SOC 102 Contemporary Social Problems	3 credits

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COURSE FLOW

Semester 1	Credits	Pre-Requisites
PSY 101 General Psychology	3 credits	
CSI 101 Introduction to Computers	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 or 169 First Year Seminar	3 credits	
HCA 104 Healthcare Delivery Systems	3 credits	
Total	15 credits	

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	ENG 101
Math	3 credits	
PHL 103 Medical Ethics	3 credits	
Total	15 credits	

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

Semester 4	Credits	Pre-Requisites
HCA 103 Information Systems in Healthcare Management	3 credits	ENG 101 & CSI 101
Program Elective	3 credits	
Program Elective	3 credits	
IDS 155 Critical Thinking and Writing	3 credits	
SOC 112 Interpersonal Communication	3 credits	
Total	15 credits	

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 Liberal Arts & Professional Programs
617-405-5920

Dean's Office of Allied Health & Natural Science
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