



DEGREE PROGRAM LISTING

Bachelor of Science in Healthcare Administration

Length of Program: 4 years

Program Description

To prepare students for opportunities in healthcare administration by encouraging the use of the unique language of healthcare and the application of key concepts of the profession. Students will prepare for work in the challenging, fast-paced environments in healthcare settings by examining the functional areas of healthcare, such as vitalizing human resources, hospital finance/accounting, healthcare administration, leadership and operations. Students will demonstrate key skills required in hospitals, doctors' offices, nursing homes, surgical facilities, rehabilitation centers, and emergency clinics. Students will reflect on and relate their responsibility to act ethically and nurture a culture of sound ethical practices in healthcare. Besides, students will be introduced to general education required for lifelong personal growth in today's global economy along with the foundation of further studies.

Program Outcomes

- 🍀 Examine healthcare delivery systems along with their associated operational and financial considerations.
- 🍀 Examine the dynamic nature of healthcare administration and the strategic and operational issues inherent in managing healthcare systems
- 🍀 Integrate basic accounting and budgeting processes of healthcare organizations, interpret common financial statements.
- 🍀 Examine the legal, regulatory and ethical environment of healthcare and how it informs service delivery.
- 🍀 Demonstrate the oral and written communication skills required by healthcare professionals

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- Examine the human resource challenges inherent in team and talent management and the supervision of individual and organizational performance.
- Appraise how technology is utilized in healthcare, specifically electronic information systems and health records.
- Demonstrate how leaders use information for critical thinking, problem solving and organizational effectiveness.
- Utilize basic research skills to examine issues/problems in healthcare.

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Roadmap: Healthcare Administration - Bachelor of Science

Lakewood University

Online learning

This roadmap is a recommended semester-by-semester plan of study for this major. A course with an "*" denotes its status as a general education course.

Course Code	Course subject and Title	Prerequisite	Credit Hours
Semester One			
LUO100	Lakewood University Orientation		0
HCA100	Introduction to Healthcare Administration- HCA100		3
MEDTERM101	Medical Terminology		3
ALG100	College Algebra*		3
ENG100	Introduction to English*		3
Semester Two			
PHL101	Introduction to Philosophy*		3
GOVT100	American Government*		3
ELHLTH100	Fundamentals of Electronic Health Records		3
ENVS100	Environmental Science*		3
Semester Three			
ACCT100	Principles of Accounting *		3
BIO100	Principles of Biology*		3
PSY100	Introduction to Psychology*		3
HCM200	Introduction to Healthcare Management		3
Semester Four			
COMM100	Interpersonal Communication*		3
HMKTP200	Healthcare Marketing Principles		3
MCRE200	Microeconomics*		3
HRSM100	Human Resource Management		3
Semester Five			
AMLIT100	American Literature*		3
MIS200	Management Information System		3
STAT200	Statistics I*		3
ELCHC200	Ethical and Legal Considerations of Healthcare		3
Semester Six			
OPMG200	Operations Management		3
HACCT300	Healthcare Accounting	Principles of Accounting I	3

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PNFN300	Principles of Finance		3
PCM300	Introduction to Patient Care Management		3
Semester Seven			
ORGBM300	Organizational Behavior and Medical Office Management	Principles of Management	3
ATMP300	Anatomy and Physiology*		3
BUSE200	Business Ethics		3
PRFN100	Personal Finance*		3
Semester Eight			
STHM300	Strategic Healthcare Management		3
OPRS300	Operation Research		3
ATMPLI400	Anatomy and Physiology II*		3
IHDL400	International Healthcare Delivery		3
Semester Nine			
MGDM400	Managerial Decision Making		3
HSP400	Healthcare Systems and Policy		3
	Elective		3
	Elective		3
Semester Ten			
ORGL400	Organizational Leadership		3
	Elective		3
	Elective		3
	Elective		3
Total:			120

GE = 45

Electives:

1. Risk Management- RSKM400
2. Healthcare Project Management: Principles and Strategies- HPMP400
3. Strategic Brand Management- STBM400
4. Business Research Methodology- BRM400
5. Workplace Policy and Performance Management- WPPM400
6. Taxation and Auditing in Healthcare- TAXAH300
7. Financial Statement Analysis- FSA400
8. Healthcare Science Management- HSCM400

BACHELOR DEGREE COURSE DESCRIPTIONS

American Government

3 Credit Hours

The course provides a survey of the organization of American government, which includes an overview of the historical significance and provisions of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. The objective of the course is to lay the proper foundation for informed citizenship and more specialized study in political science.

American Literature

3 Credit Hours

This course is composed of a survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

Anatomy and Physiology I

3 Credit Hours

Anatomy and Physiology I is the first of a two-course sequence. This course will provide the knowledge of the structure and function of the human body. The topics include but are not limited to cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses.

Anatomy and Physiology II

3 Credit Hours

Anatomy and Physiology II is the second in a two-course sequence. The topic includes a study of circulatory, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

Business Ethics

3 Credit Hours

This course focuses on the importance of sound business ethics in today's workplace and the overarching concept of social responsibility. The course provides students with a conceptual framework with which to analyze ethical decision making from the standpoint of the organizations as well as the perspective of the employee.

Business Research Methodology

3 Credit Hours

This course equips students with the skills to develop and undertake a research dissertation which provides the theoretical and practical preparation for business research processes. The course covers the necessary skills and requirements for a literature review, qualitative and quantitative methods, and a research methodology process.

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College Algebra

3 Credit Hours

College Algebra is the introductory course in algebra. The course is designed to familiarize learners with fundamental mathematical concepts such as inequalities, polynomials, linear and quadratic equations, and logarithmic and exponential functions.

Environmental Science

3 Credit Hours

Environmental science is the study of patterns and processes in the natural world and their modification by human activity. This course will give you the skills necessary to address the environmental issues we are facing today by examining scientific principles and the application of those principles to natural systems. This course will survey some of the many environmental science topics at an introductory level, ultimately considering the sustainability of human activities on the planet.

Ethical and Legal Considerations in Healthcare

3 Credit Hours

This course will help student examine the role of health care policy and legal, regulatory, and quality control in ethical decision making in healthcare. The topics include but not limited to concepts and principles of health care policy, legal control, ethical conduct, and regulatory environments and their application to the health care environment.

Financial Statement Analysis

3 Credit Hours

In this course students will learn financial analysis and be a complete analyst by analyzing the income statement, vertical and horizontal analysis, benchmarking performance, the balance sheet, efficiency ratios, asset turnover, working capital, cash flow, trend analysis, the pyramid of ratios etc.

Fundamentals of Electronic Health Records

3 Credit Hours

This course is the fundamentals of electronic health record entirely designed in a way to introduce students with modern healthcare environment. Students will get an overview of healthcare information systems, healthcare transactions and billing using different software so that they can work with electronic health records.

Healthcare Accounting

3 Credit Hours

This course provides an understanding of the general principles of accounting applied in the health care environment. It includes an overview of sources of revenue for various health care entities. The fundamentals of financial planning, cost concepts, capital budgeting, and management analysis are applied in the health care environment. Issues surrounding the development and management of budget are also examined.

Healthcare Marketing Principles

3 Credit Hours

This course is designed to introduce you to the basic principles of Marketing including, but not limited to, fundamental business, management, and entrepreneurial concepts that affect business decision making; economic principles and concepts fundamental to marketing; marketing career exploration, development

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and growth; and the basic functions of marketing (e.g. distribution, financing, marketing information systems, pricing, product/service management, promotions, and selling).

Healthcare Project Management: Principles and Strategies

3 Credit Hours

This course explores project management skills and the ability to meet project goals on time and within budget while maintaining quality standards that are increasingly important in today's competitive healthcare environment. Learn the theories, tools, and techniques for successful project management. This course also covers task organization and sequencing; schedule development; critical path method implementation as a management tool; the use of milestone and Gantt charts; the reverse planning method; and cost, performance, and client considerations.

Healthcare Science Management

3 Credit Hours

This course provides the fundamentals of the organizational principles, practices, and pertinent management of health service organizations. The topics include quality improvement, risk management, strategic planning, financial planning and control, and medical ethics.

Healthcare Systems and Policy

3 Credit Hours

This course provides students with an in-depth understanding of organizational policies, and financing of the U.S. health care system. The course will also include the social and economic factors underlying population health.

Human Resources Management

3 Credit Hours

This course is an introduction to human resources management (HR), its functions and related activities. The course identifies laws that affect HR management, describes why an effective workplace is a competitive advantage and highlights the benefits and challenges of managing a diverse workforce. Other topics include workplace safety and theories of motivation and managing performance.

International Healthcare Delivery

3 Credit Hours

The course is designed particularly for health care professionals who are interested in learning fundamentals of global health and deepening their knowledge.

Interpersonal Communications

3 Credit Hours

This course teaches the basics of communication principles and concepts. Topics include: Intercultural issues, conflict management, and communicating in groups and in public.

Introduction to English

3 Credit Hours

This course explores the usage problems associated with both speech and written grammar. It details out for students how to organize thoughts into a coherent and logical order to form meaningful language.

Introduction to Healthcare Administration

3 Credit Hours

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Present the fundamentals of management and leadership as the foundations for the administration of health care products and service delivery to acquaint you with management principles, fundamental healthcare terminology, types of healthcare organizations and their control.

Introduction to Healthcare Management

3 Credit Hours

Participants will learn key principles, practices, and personalities of health care management. The content is broadly applicable to healthcare enterprises of every kind: public health organizations, physician practices and clinics, hospitals and health systems, agencies and service organizations, for-profit firms, not-for-profit enterprises.

Introduction to Patient Care Management

3 Credit Hours

This course provides the fundamentals of nursing skills and patient care so that a healthcare administrator can understand the medical procedures to effectively manage the patient care.

Introduction to Philosophy

3 Credit Hours

An introductory survey course of philosophy, introducing learners to the fields of ethics, epistemology, meta- physics, logic, the history of philosophy, and philosophical writing. Learners will also read works by Plato and Descartes among other philosophers.

Introduction to Psychology

3 Credit Hours

This course presents the theories and principles of modern psychology. Students will cover various aspects of psychology and understand the practical application of psychological tenets to functional behavior.

Management Information System

3 Credit Hours

In this course, students will learn the processing of information through computers and other intelligent devices to effectively manage and support managerial decisions within an organization.

Managerial Decision Making

3 Credit Hours

This course is designed as a business decision simulation which offers students the opportunity to apply the knowledge efficiently, they have acquired in previous courses (i.e. accounting, finance, marketing, human resource management) to face and solve real business problems in a competitive industry environment.

Medical Terminology

3 Credit Hours

This course introduces an in-depth study of medical terms and abbreviations specially designed for healthcare administrators. By working through several different organ systems, students will learn the parts of medical terms, how they relate to healthcare, and how they are used in a medical environment.

Microeconomics

3 Credit Hours

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This course introduces Microeconomics as the study of individual economic behavior and examines how the choices people make affect larger markets. The course describes the many forces that influence market activity. Areas covered include market systems, pricing, resource markets, market failure and public policy, and the course briefly touches on international economics.

Operation Research

3 Credit Hours

This course will help the learners understand how strategically important a role of an Operational Manager is and how they function by giving them an understanding of how to accomplish a task efficiently. The main task of the operation manager is the planning, directing operations and making improvement in productivity and efficiency.

Operations Management

3 Credit Hours

Operations Management (OM) is the science and art of ensuring that goods and services are created and delivered successfully to customers. This course focuses on what OM managers do, their functions and challenges. The course will also highlight concepts, trends and issues related to the field such as operations strategy, managing the design process, leveraging the use of technology to deliver product or service, quality assurance and project management.

Organizational Behavior and Medical Office Management

3 Credit Hours

This course analyzes the elements of organizational behavior in a healthcare setting. Topics include improving communications, managing conflict, understanding management, motivation, morale, dynamics of change, leadership, stress, ethics, and etiquette all within the environment of healthcare practice, management, and administration.

Organizational Leadership

3 Credit Hours

This course will equip students to successfully lead organizations through clarity of purpose and effective collaboration by different types of leadership activities such as the creation of effective teams and motivating them; designing and delivering powerful stories; development of strategies to properly influence the team; understanding underlying customer analytics and applying innovative approaches to deliver impact.

Personal Finance

3 Credit Hours

This course is designed to introduce students to the basic terminology, concepts, and practices of personal finance. It will introduce the concepts of managing personal finances; inflation and recession; tax problems; insurance; annuities; credit; budgeting; financial planning; home ownership; bank accounts; investments; and social insurance programs. Further it will provide the foundation needed to understand and discuss the “language” of routine financial activities and provide a solid foundation for future studies.

Principles of Accounting I

3 Credit Hours

Managerial accounting is primarily concerned with generating financial and non-financial information for use by managers for decision making. This course will enable students to compare and contrast managerial accounting with financial accounting, identify ethical issues in accounting and describe

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various costing processes within the organization. Throughout the course, a managerial viewpoint is stressed.

Principles of Biology

3 Credit Hours

This course introduces the student to the unifying principles to all levels of biological organization. Emphasis is at the cellular, organism, and population levels with inquiry into the nature of scientific investigation.

Principles of Finance

3 Credit Hours

This course serves as an introduction to the core concepts in finance where you will learn the nature and workings of financial markets and their use by corporations, investors and others, and the relevance of theory for financial and investment decision making.

Risk Management

3 Credit Hours

This course will help students to deal with anticipating, evaluating and addressing possible consequences of strategic actions within an organization. Students will give the necessary knowledge, skills and experience to identify and evaluate risk factors, and to implement strategy

Statistics I

3 Credit Hours

This course will introduce you to business statistics, or the application of statistics in the workplace. Statistics is a course in the methods for gathering, analyzing, and interpreting data for decision making and predicting future outcome. You will get the basic understanding of descriptive and inferential statistics including the base of Mean and probability distribution.

Strategic Brand Management

3 Credit Hours

Brand building is a very difficult task and hence it requires a strategic plan in advance. This is where Strategic brand management steps in. In this course, students will learn to take the brand equity of the company to new heights through sequential steps which add value to the brand and ultimately.

Strategic Healthcare Management

3 Credit Hours

In this course students will be given the knowledge to formulate and implement the major goals and initiatives taken by a company's top management on behalf of owners, based on consideration of available resources and an assessment of the company's internal and external environments in which the institute or company competes.

Taxation and Auditing in Healthcare

3 Credit Hours

Auditing and taxation are both essential elements of accounting. In this course, students will learn the fundamentals of Auditing, financial reporting and corporate governance in a healthcare setting. Also, students will get the very basic idea of taxation implications in a country which is important in decision-making processes.

Workplace Policy and Performance Management

3 Credit Hours

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This course will provide extensive overview as well as detailed analysis for demonstrated improvement in workforce management. In addition to the fundamental workforce management knowledge, an introduction to vitalizing business improvement tools such as Cross-training, Dynamic delegation are included in the course so that students can apply the knowledge to vitalize their employee to be efficient.