

Bachelor of Science

Professor 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

- 1. At the end of this course of study the graduate will:
- 2. Demonstrate cultural sensitivity and interpersonal skills within the health-care profession.
- 3. Conduct and evaluate research related to health or health related field.
- 4. demonstrate core business knowledge as well as appropriate analytical & quantitative techniques to develop viable healthcare management solutions.
- 5. Analyze ethical and legal practices within a healthcare setting.
- 6. 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 (24 credits) and Business/Management & courses outside of major (58 credits), core courses (21 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 courses slightly to accommodate online class options. Every student is assigned an academic advisor who will assist with degree completion planning and career exploration.

	Healthcare Administration and Management and Public Health Required Courses	
Course	Title	Credit Hours
HADM/PUBH 230X	US Healthcare Systems	3
PUBH 250	Public Health Policy	3
PUBH 475	Public Health Capstone	3
PUBH 497	Public Health Internship	3
	Required Credits in Major and Public Health	12
	Health Science Required Courses in Healthcare Administration and Management Major	
Course	Title	Credit Hours

HSCI 110	History of Health Sciences	3
HSCI 230	Interprofessional Practice and Collaboration	3
HSCI 302	Health Ethics and Policy	3
HSCI 401	Health Leadership and Management	3
	Required Credits in Health Science	12

	Healthcare Administration and Management- Required Courses Outside the Major	
Course	Title	Credit Hours
MATH 120	Intermediate Algebra	3
MATH 121	College Algebra	3
PSYC 101	Introduction to Psychology	3
BIOL 212	Intro to Anatomy & Physiology	3
BIOL 212L	Intro to Anatomy & Physiology Lab	1
ACCT 201	Principles of Accounting I	3
ACCT 202	Principles of Accounting II	3
ECON 201	Principles of Microeconomics	3
ECON 202	Principles of Macroeconomics	3
EXER 225	Medical Terminology	3
BUSI 220	Info Systems & Software Apps	3
BUSI 241	Business Communication	3
BUSI 316	Business Statistics I	3
MRKT 321	Principles of Marketing	3
MGMT 311	Principles of Management	3
MGMT 320	Human Resource Management	3
MGMT 372	Leadership	3
MGMT 416	Managing Individuals & Teams	3
MGMT 420	Organizational Behavior	3
MGMT 445	Operations Management	3
	Required Courses Outside of Major	58
	Students Must Complete 21 Hours of Elective Courses (Could be Transfer Credits or Credits that satisfy a Minor)	21

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.