

ADMINISTRATION OF HEALTH CARE SERVICES PROGRAM SCHOOL OF HEALTH SCIENCES

FACULTY

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PROGRAM GOALS

The Health Care Administration Program at Southwestern Oklahoma State University has established goals toward which all curriculum and program activities are directed. Program goals are:

1. Students who complete the major will be professionally prepared for an entry level position in administrative services in hospitals, nursing homes, mental health institutions, home health care, and governmental health agencies.
2. Students who complete the major will be eligible to take the licensure test to be a certified nursing home administrator in Oklahoma after completing a 14 week "administrator in training" (AIT) requirement.
3. Students who complete the minor will be introduced to the services and general functioning of health care institutions.

PROGRAMS OF STUDY

Major: Administration of Health Care
Minor: Suggested choices are: Business (5 options), Psychology, Biology, Gerontology or Computer Science.

GENERAL INFORMATION

The Profession

The Administration of Health Care Program at Southwestern Oklahoma State University is designed for the student who desires a challenging career as an administrator in a health care organization.

The Administration of Health Care curriculum leads to a Bachelor of Science Degree which opens the door to a variety of career opportunities in health care administration. Some graduates may choose advanced graduate studies in health administration or to prepare for educational opportunities in related allied health programs.

Managing the complex activities of a modern health care facility is a demanding task, which calls for the versatile skills of a trained administrator. Accordingly, the curriculum is designed to provide in-depth training in health care administration with a supportive liberal arts curriculum in the sciences, social sciences, business administration, and humanities.

To attain a bachelors degree in Administration of Health Care, the candidate must complete a minimum of 124 semester hours of college credit with an overall grade point of at least 2.25 and a minimum grade point average of 2.50 in the major courses.

In addition to the regular coursework, Administration of Health Care majors complete an eight week internship in approved health care facilities. Administration of Health Care minors complete a 2-week internship. This is possible through the cooperative efforts of hospitals, nursing homes, and other health care agencies. The student can personally design their internship time to work in different types of health care facilities. The internship should be scheduled after completing the majority of classes in the major or minor. The internship is coordinated by the program faculty. To plan the internship, an appointment should be made with the internship coordinator six months prior to the anticipated start of the internship.

The year in which the internship is scheduled, students are required to enroll in a Malpractice Liability Insurance Policy at a group rate offered to SWOSU students. The policy is in effect for the academic year August-July. Premiums are due September 1 of each year. Students should also be able to show evidence of current health insurance coverage as well as a current physical examination and immunizations prior to the internship.

The Administration of Health Care Services program will be offering certain major courses interactively through the SWOSU distance learning center.

BACHELOR OF SCIENCE

MAJOR IN ADMINISTRATION OF HEALTH CARE SERVICES

GENERAL EDUCATION Courses that are **required** are in bold type.

REQUIRED HOURS	48-49
Communication.....	8
ENGL 1113 English Composition I	
ENGL 1213 English Composition II	
COMM 1312 Basic Speech	
Mathematics.....	3
MATH 1143 Math Concepts	
MATH 1513 College Algebra	
OR a higher numbered math course	
Computer Applications/Technology.....	2
COMSC 1022 Computers & Information Access	
TECH 1122 Technology & Society	
Economics.....	3
ECONO 1113 Contemporary Economics	
Health & Physical Education.....	3
HPER 1133 Wellness Concepts & Exercise Applications (includes 1 hr lab)	
Natural Sciences.....	8
BIOL 1004 Biological Concepts	
SCI 1514 Concepts of Physical Science	
SCI 1614 Science & the Environment	
ASTRO 1904 Astronomy	
GEOL 1934 Physical Geology	
CHEM 1004 General Chemistry	
Fine Arts & Humanities.....	6
ART 1222 Art Survey	
LIT 2412 Introduction to Literature	
MUSIC 1012 Introduction to Music I	
PHILO 1452 Introduction to Philosophy	
U.S. History & Government.....	6
HIST 1063 U.S. History	
POLSC 1103 American Government & Politics	
International & Cultural Studies.....	6-7
HIST 1033 World History	
GEOG 1103 World Cultural Geography	
POLSC 1153 World Relations & Politics	
Foreign Language (4 hr/ includes 3 hr class & 2 hr lab)	
Behavioral/Social Science.....	3
PSYCH 1003 General Psychology	
SOCIO 1003 Introduction to Sociology	

Administration of Health Care Services Major Code No. 550

Required Courses 48 hours

Major Courses

ALHLT 1401	Allied Health Careers
BIOL 2714	Human Anatomy & Physiology
PSYCH 2423	Social Psychology
	OR PSYCH 3323 Abnormal Psychology
ACCTG 2313	Principles of Accounting II
MEDRC 4112	Quality Improvement
GEBUS 3123	Legal Environment of Business
MNGMT 3233	Management
MNGMT 3333	Human Resource Management
ECONO 2463	Business Statistics
	OR ALHLT 3043 Health Statistics
ALHLT 3193	Health Care Delivery
ALHLT 3933	Mngmnt of Health Care Institutions
ALHLT 3963	Health Care Administration
ALHLT 4043	Medicolegal Concepts
FINAN 3343	Business Finance
ALHLT 3978	Health Care Internship

The Health Care Internship included in the major consists of eight (8) weeks of scheduled training time arranged at various health care facilities.

Minor Courses

Suggested areas to consider for the minor are: Business (5 options) (18 hrs.); Psychology (20-23 hrs.); Biological Sciences (20 hrs.); or Computer Science (18 hrs) 18-23

Ancillary Courses

ALHLT 2442	Medical Terminology	2
COMSC 1433	Visual Basic, or COMSC 1033 Comp Science I	
or COMSC 2353	COBOL I Programming	3
ACCTG 2213	Prin of Accounting I	3

Electives to bring total to 124

REGULATIONS PERTAINING TO GRADUATION

Minimum credit hours for graduation.....	124
Minimum credit hours in the liberal arts & sciences.....	55
Minimum credit hours in upper-division (3000/4000 courses).....	40
Minimum credit hours (3000/4000 courses) in major completed at SWOSU.....	8
Minimum credit hours at SWOSU (including last 8).....	30
Minimum Grade Point Average in all coursework.....	2.25
Minimum Grade Point Average in major.....	2.50

HEALTH CARE ADMINISTRATION

Southwestern Oklahoma State University, Weatherford, OK

SUGGESTED COURSE SEQUENCE

<p style="text-align: center;">Fall - Freshman Year</p> <p>1004 Biological Concepts (with lab) 4 hrs 1113 English Composition 3 hrs 1613 College Algebra or 1143 Math Concepts 3 hrs 1022 Computers and Information Access 2 hrs Foreign Language/behav/soc/cult. studies <u>3 hrs</u> 15 hours</p>	<p style="text-align: center;">Spring - Freshman Year</p> <p>4hr course in natural sciences 4 hrs 1213 English Composition 3 hrs 1401 Allied Health Careers 1 hr 2442 Medical Terminology 2 hrs Humanities & Fine Art <u>3hrs</u> 13 hours</p>
<p style="text-align: center;">Fall - Sophomore Year</p> <p>1313 Speech 3 hrs 1103 American Government & Politics 3 hrs 1063 U.S. History 3 hrs 2714 Human Anatomy & Physiology (with lab) 4 hrs Economic & International Studies <u>3hrs</u> 16 hours</p>	<p style="text-align: center;">Spring - Sophomore Year</p> <p>2213 Prin. of Accounting I 3 hrs 3193 Health Care Delivery 3 hrs 1003 General Psychology 3 hrs Economic & International Studies <u>3 hrs</u> 12 hours</p>
<p style="text-align: center;">Fall - Junior Year</p> <p>2313 Prin. of Accounting II 3 hrs 3333 Personnel/Human Res. Mgmt. 3 hrs 3933 Management of Health Care Institutions 3 hrs 1433 Visual Basic Programming I/Data Base Design 3 hrs Courses in minor <u>3 hrs</u> 15 hours</p>	<p style="text-align: center;">Spring - Junior Year</p> <p>3043 Health Statistics (with lab) 3 hrs 3233 Management 3 hrs 3963 Health Care Administration 3 hrs 2423 Social or 3323 Abnormal Psych 3 hrs 3123 Legal Environment of Business <u>3 hrs</u> 15 hours</p>
<p style="text-align: center;">Fall - Senior Year</p> <p>4043 Medicolegal Concepts 3 hrs 4163 Business Finance 3 hrs 4012 Quality Improvement 2 hrs Courses in minor <u>6 hrs</u> 14 hours</p>	<p style="text-align: center;">Spring - Senior Year</p> <p>Courses in minor 9 hrs Electives <u>3 hrs</u> 12 hours</p>

Summer – Senior Year – 3978 Allied Health Internship (8 weeks) 8 hrs

At the completion of the program, the student is awarded a Bachelor of Science Degree, majoring in Health Care Administration. A student must choose a minor to complete this degree. Duplication of hours between major/minor or major/major must be accounted for and made up through additional classes or substitutions of approved hours.

Revised 3/04

Suggested Electives

3423 Business Communications

3143 Principles of Marketing

3213 Risk Management