

SCHOOL OF NURSING AND ALLIED HEALTH SCIENCES HEALTH CARE ADMINISTRATION

CONTACT INFORMATION

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<http://www.swosu.edu/health-care-administration/>

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. to professionally prepare students for an entry level position in administrative services in hospitals, nursing homes, mental health institutions, home health care, and governmental health agencies.
2. to encourage students who complete the degree to consider taking the steps necessary to obtain licensure as a certified nursing home administrator in Oklahoma.
3. to encourage students to consider a minor in some area of business to enhance their skills in accounting, finance, or management.
4. to encourage students to complete a major in health care administration to gain an introduction to the services and general functioning of health care institutions.

PROGRAMS OF STUDY

Major: Health Care Administration

Minor: Suggested choices:

- SCHOOL OF BEHAVIORAL SCIENCES AND EDUCATION: Psychology (Alcohol and Chemical Dependency or Child Development Psychology)
- SCHOOL OF BUSINESS AND TECHNOLOGY: Accounting, Computer Science, Computer Technology, Entrepreneurship, Finance, Information Systems, Management, Marketing
- SCHOOL OF ARTS AND SCIENCES: Multidisciplinary Studies (Emphasis in Business)

GENERAL INFORMATION

THE PROFESSION

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

The Health Care Administration 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 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 bachelor's degree in Health Care Administration, the candidate must complete a minimum of 122 semester hours of college credit with an overall grade point of at least 2.25 and a minimum grade point average of 2.25 in the major courses.

In addition to the regular coursework, Health Care Administration majors complete eight weeks of internship in approved health care facilities. 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 and should include the 4 core courses indicated in the curriculum. To plan the internship, students should attend an internship orientation session scheduled throughout each fall and spring semester. Following attendance of this session, it is the responsibility of the student to identify their potential internship site(s) and submit an internship planning form to the internship faculty coordinator who will contact the facility and provide information on how to establish a formal agreement and relate the requirements of the internship. Internship planning forms should be submitted to the faculty coordinator at least 4 weeks in advance of the planned internship dates.

Students should be able to show evidence of current health insurance coverage, as well as a current physical examination and immunizations. Background checks, drug screens, and orientation programs may also be required by the internship sites selected by the student.

BACHELOR OF SCIENCE HEALTH CARE ADMINISTRATION (Code No. 550)

GENERAL EDUCATION

Courses that are required are in bold type.
Courses that are *recommended* are in italics.

TOTAL HOURS	40
WRITTEN COMMUNICATION	6
ENGL 1113 English Composition I	
ENGL 1213 English Composition II	
MATHEMATICS	3
MATH 1513 College Algebra	
<i>or a higher numbered math course</i>	
U. S. HISTORY	3
<i>Select one course.</i>	
HIST 1043 U.S. History to 1877	
HIST 1053 U.S. History since 1877	
AMERICAN GOVERNMENT	3
POLSC 1103 American Government & Politics	
SCIENCE	7-8
<i>Select one course from Life Science and one course from Physical Science. One Science course must be a lab science.</i>	
Life Science	4
BIOL 1004 Biological Concepts w/Lab	
OR	
BIOL 1054 Principles of Biology I w/Lab	
Physical Science	3-4
ASTRO 1904 Astronomy	
CHEM 1004 General Chemistry w/Lab	
GEOL 1934 Physical Geology w/Lab	
SCI 1513 Conc of Phy Science (may also take w/lab)	
SCI 1501 Concepts of Phy Science Lab	
PHY 1044 Basic Physics I w/Lab	
PHY 1063 General Physics	
<i>or a higher numbered chemistry or physics course</i>	
HUMANITIES	6
HUM 1103 Introduction to Humanities	
OR	
HIST 1033 World History	
AND one of the following	
ART 1223 Art Survey	
COMM 1263 Introduction to Theatre	
LIT 2333 Introduction to Film	
LIT 2413 Introduction to Literature	
MUSIC 1013 Introduction to Music I	
MUSIC 1103 Music and Culture	
PHILO 1453 Introduction to Philosophy	
HUMAN, CULTURAL, & SOCIAL DIVERSITY	3
PSYCH 1003 General Psychology	
COMPUTER PROFICIENCY	0-3
Students must demonstrate computer proficiency (high school Computer Science course, SWOSU computer proficiency exam, or COMSC 1023 Computer & Info Access).	
GE ELECTIVES (from at least two different categories)	to total 40

HEALTH CARE ADMINISTRATION MAJOR

REQUIRED COURSES

Major Courses **40**

Major Courses

ALHLT 2453	Medical Terminology
ALHLT 3043	Health Statistics
ALHLT 3193	U.S. Healthcare System
ALHLT 3933	Healthcare Mgmt
ALHLT 3963	Healthcare Project Mgmt
ALHLT 4043	Healthcare Law & Ethics

The four courses above MUST be completed before the Internship may be started.

ALHLT 4123	Healthcare Revenue Cycle
HIM 3122	Intro. To Electronic Health Records
HIM 3363	Healthcare Compliance & Risk Management
HIM 3453	Healthcare Reimbursement
HIM 4113	Healthcare Quality Measures
ALHLT 3978	Health Care Internship

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

Ancillary Courses

ACCTG 2213	Principles of Financial Accounting
ACCTG 2313	Principles of Managerial Accounting
ENTRP 3113	Intro to MIS
MNGMT 3233	Management
MNGMT 3333	Human Resource Management
MNGMT 3433	Dynamics of Organization Management

Choose 2 of the following:

ENTRP 3123	Legal Environment of Business
MNGMT 3533	Organizational Behavior
MNGMT 4123	Managerial Ethics

Minor Courses

Suggested areas to consider for the minor are: Business (5 options/18 hours), Psychology (20-23 hours), and Computer Science (18 hours)

TOTAL HOURS

Min. 122

REGULATIONS PERTAINING TO GRADUATION

Minimum credit hours for graduation.....	122
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 (15 of the last 30).....	30
Minimum Grade Point Average in all coursework.....	2.25
Minimum Grade Point Average in major.....	2.5

HEALTH CARE ADMINISTRATION (Code 550) Suggested Course Sequence*

FIRST YEAR

FIRST SEMESTER	SECOND SEMESTER
1001 Freshmen Orientation (1) 1004 Biological Concepts (4) 1023 Comp/Info Access OR replacement if Proficiency met (3) 1113 English Comp I (3) 1513 College Algebra (3) xxx3 Humanities GE (3)	1003 General Psychology (3) 1213 English Comp II (3) 2213 Principles of Financial Accounting (3) 2453 Medical Terminology (3) xxx3-4 Physical Science GE (3-4)
Total (17)	Total (15-16)

SECOND YEAR

FIRST SEMESTER	SECOND SEMESTER
2313 Principles of Managerial Accounting (3) 3193 The U.S. Health Care System (3) xxx3 Course in Minor (3) xxx3 History GE (3) xxx3 Humanities Ge (3) English Proficiency Exam***	1103 American Government and Politics (3) <i>1313 Public Speaking (3)</i> 3233 Management (3) 3333 Human Resource Management (3) 4043 Healthcare Law & Ethics (3)
Total (15)	Total (15)

THIRD YEAR

FIRST SEMESTER	SECOND SEMESTER
3043 Health Statistics w/lab (3) 3113 Intro to MIS (3) 3933 Healthcare Management (3) 4123 Healthcare Revenue Cycle (3) xxx3 Course in Minor (3)	3453 Healthcare Reimbursement (3) 3963 Healthcare Project Management (3) xxx3 Course in Minor (3) xxx3 Course in Minor (3) xxx3 Ancillary Elective (3)
Total (15)	Total (15)

FOURTH YEAR

FIRST SEMESTER	SECOND SEMESTER
3433 Dynamics of Organizational Management (3) 3363 Healthcare Compliance & Risk Management (3) 3974 HC Internship ³ (4) 4113 Healthcare Quality Measures (3) xxx3 Course In Minor (3)	3122 Intro to Electronic Health Records (2) 3974 HC Internship ³ (4) xxx3 GE Elective (3) xxx3 Course in Minor (3) xxx3 Ancillary Elective (3)
Total (16)	Total (15)

* Students should consider summer schools to lighten load.

** 3978 Health Care Internship lasts 8 weeks. Take during summer 3rd or 4th year.

*** If applicable. See English Proficiency Program under the General Academic Information Section.