



Welcome to the Bachelor of Science in Healthcare Management Program

Semester Introduction

The Bachelor of Science in Healthcare Management is a fully online baccalaureate **completion** degree. The program is designed to offer individuals with an Associate Degree in Business, Allied Health or Nursing the opportunity to study the management of healthcare systems. The **core** of the healthcare classes is completed in **three semesters** which can be started either in the Spring, Summer or Fall. Students must complete all General Education requirements **and** all Healthcare Management core courses to receive a degree.

Four core courses (12 hours) and a **Case Study Course (1 hour)** ---a total of 5 courses -- are offered **each 16 weeks semester** which focus on specific areas of management responsibility in healthcare facilities. **Books for all courses for a given semester should be purchased before a semester begins.**

Each course is **4 weeks in duration** so there are **4 courses** in a semester. A syllabus is provided for each course, which denotes expectations, assignments and grading. The courses (except the case study) are instructed in the order listed below for each semester. There is also a **Case Study Course** which is **1 credit hour** and consists of a “project” that spans the knowledge gained throughout each semester. In the first week of a given semester, students are expected to pick a topic pertaining to the course work in a particular semester, which simulates a “real life” situation. The topic is then presented to the instructor as a “project proposal”. Once approved, the student should work on the “project” throughout the 16 week semester and submit the completed project in the final week of the semester.

Courses are offered in the following order:

The **First Semester** focuses on:

- An **overview** of the healthcare industry
- The fundamental aspects of **management** in healthcare
- The management of **human resources**
- Understanding and applying **healthcare law**

The courses are:

		Credit Hour	Week	Course #
HM 3310	Intro to Healthcare Operations Management	3	1-4	1

Required Textbook: Shi, L. & Singh, D. A. (2012). *Delivering health care in America: A systems approach* (5th ed.). Burlington, MA: Jones & Bartlett.

HM 3320	Healthcare Management	3	5-8	2
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Required Textbook: Buchbinder, S. B., & Shanks, N. H. (Eds.) (2012). *Introduction to health care management* (2nd ed.). Burlington, MA: Jones & Bartlett.

HM 3330	Health Care Human Resources	3	9-12	3
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Required Textbook: Niles, N. J. (2013). *Basic concepts of health care human resource management*. Burlington, MA: Jones & Bartlett.

HM 3340	Legal and Regulatory aspects of Healthcare	3	13-16	4
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Required Textbook: Showalter, J. S. (2011). *The law of healthcare administration* (6th ed.). Chicago, IL: Health Administration Press.

HM 3150	Leadership and Management Case Study	1	1-16	5
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No Textbook Required

Total Hours for Semester 1: 13

Required Textbooks for 2nd Semester will be provided at the end of the 1st Semester

The **Second Semester** focuses on:

- **Marketing** principles in healthcare
- Understanding how **culture impacts** the delivery of healthcare
- Applying **accounts concepts** to healthcare management
- Identifying how **information systems** are utilized in healthcare

The courses are:		Credit Hour	Week	Course #
HM 4310	Healthcare Marketing	3	1-4	1
HM 4320	Community Health and Cultural Diversity	3	5-8	2
HM 4330	Accounting Fundamentals for Healthcare Managers	3	9-12	3
HM 4340	Information Systems in Healthcare	3	13-16	4
HM 4150	Systems Case Study	1	1-16	5

Total Hours for Semester 2: 13

Required Textbooks for 3rd Semester will be provided at the end of the 2nd Semester

The **Third Semester** focuses on:

- Applying **Performance** improvement in organizations
- Understanding budgeting and **revenue** management
- Implementing **Behavior** and change management
- Improving quality and **process** management

The courses are:		Credit Hour	Week	Course #
HM 4350	Healthcare Performance & Process Improvement	3	1-4	1
HM 4360	Health Finance & Economics	3	5-8	2
HM 4370	Organizational Development	3	9-12	3
HM 4380	Clinical Systems Management	3	13-16	4
HM 4170	Performance Improvement Case Study	1	1-16	5
Total Hours for Semester 3:		13		

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Online Learning Expectations

Your responsibility as an online student: You should.....

- **be present**---share your thoughts freely without feelings of intimidation or embarrassment
- **be disciplined**---develop a rhythm in your postings and completing your assignments on time
- **be organized** in your work—know where you are in your journey through each course
- **be creative** and use **critical thinking** skills
- post responses that demonstrate you have **acquired knowledge** from your assignments
- **reflect** on what you have learned from your readings and lecture presentations
- learn course concepts for **application and use**
- build on what you **already know**

Course Pre-requisites

Before beginning the first semester, a student must complete the **Student Moodle Navigation Course**. Each exercise must be completed and a final grade rendered **before** a student can begin course work. Navigation through the **Moodle Learning Management System** is essential to the successful completion of this degree program.

Most of the courses in this program require extensive writing. Documents must be written in **WORD** and uploaded into Moodle. All written documents, whether an assignment or a posting to a discussion question must include **support references** to substantiate an argument. All reference items must be written using the **APA Guidelines**. Suggested references, which will assist the student with writing case study papers and responding to discussion questions, include the following language usage manuals. You can also find an excellent writing support tool on your Semester 1 Booklist: **PERRLA for APA at Perrla.com**.

