



Bachelor of Science in Healthcare Management Program

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. The textbook list is posted online.

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 #
1. HM 3310 Intro to Healthcare Operations Management	3	1-4	1
2. HM 3320 Healthcare Management	3	5-8	2
3. HM 3330 Health Care Human Resources	3	9-12	3
4. HM 3340 Legal and Regulatory aspects of Healthcare	3	13-16	4
5. HM 3150 Leadership and Management Case Study	1	1-16	5

Total Hours for Semester 1: 13

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 #
1. HM 4310 Healthcare Marketing	3	1-4	1
2. HM 4320 Community Health and Cultural Diversity	3	5-8	2
3. HM 4330 Accounting Fundamentals for Healthcare Managers	3	9-12	3
4. HM 4340 Information Systems in Healthcare	3	13-16	4
5. HM 4150 Systems Case Study	1	1-16	5
Total Hours for Semester 2:		13	

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 #
1. HM 4350 Healthcare Performance & Process Improvement	3	1-4	1
2. HM 4360 Health Finance & Economics	3	5-8	2
3. HM 4370 Organizational Development	3	9-12	3
4. HM 4380 Clinical Systems Management	3	13-16	4
5. 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 MS 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**. You can also find an excellent writing support tool in your Textbook list: PERRLA for APA at Perrla.com or purchase the APA Publication Manual 6th edition.