

## SCHOOL OF NURSING AND ALLIED HEALTH SCIENCES HEALTH CARE ADMINISTRATION

### CONTACT INFORMATION

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<https://www.swosu.edu/academics/academic-departments/allied-health/health-care-administration/index.php>

#### 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

#### 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 120 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 completed during the last semester. Students should access the internship orientation module through Canvas at the beginning of the semester in which enrolled in the internship course. Following the orientation module, 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 (HCADM.BS)

### GENERAL EDUCATION (Min. 40 hours)

**Bolded courses are required.** *Italicized courses are recommended.*

**Communication**..... 9

ENGL	1113	English Composition I
ENGL	1213	English Composition II
COMM	1313	Introduction to Public Speaking <b>OR</b>
TECH	3143	Technical Presentations (if permitted by degree program)

**Quantitative Reasoning**..... 3

*Select one course.*

MATH	1143	Mathematical Concepts
MATH	1153	Mathematical Applications
MATH	1193	Elementary Statistics
MATH	1313	Functions and Modeling
MATH	1513	College Algebra
		or a higher numbered math course

**U. S. History**..... 3

*Select one course.*

HIST	1043	U.S. History to 1877
HIST	1053	U.S. History since 1877

**American Government**..... 3

POLSC	1103	American Government & Politics
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**Science**..... 7-8

*Select one course from Life Science and one course from Physical Science. One Science course must be a lab science.*

**Life Science**..... 3-4

BIOL	1004	Biological Concepts w/Lab
BIOL	1013	Current Issues in Biology
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
PHY	1044	Basic Physics I w/Lab
PHY	1063	General Physics (or a higher numbered chemistry or physics course)
SCI	1501	Concepts of Physical Science Lab
SCI	1513	Conc of Phy Science (can be taken w/wo lab)

**Humanities and Social Science**..... 12

*Select one course from each sub-category and one additional course from any subcategory below.*

**Humanities**..... 3

GEOG	1103	World Cultural Geography
HIST	1033	World History
HUM	1103	Introduction to Humanities

**Fine Arts**..... 3

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 (Music majors only)
MUSIC	1123	History of Rock-n-Roll
PHILO	1453	Introduction to Philosophy

**Social and Human Sciences**..... 3

ASL	2163	American Sign Language I
ECONO	2263	Intro to Macroeconomics
ECONO	2363	Intro to Microeconomics
ENTRP	1123	Intro to Business
FINAN	2113	Personal Financial Planning
ITAL	1004	Elementary Italian I
KINES	1133	Wellness Conc & Exercise Applications
LATIN	1054	Elementary Latin I (or higher number)
PSYCH	1003	General Psychology
SOCIO	1003	Introduction to Sociology
SPAN	1054	Elementary Spanish I (or higher number)
TECH	1223	Technology and Society

**Computer Proficiency**.....0-3  
COMSC 1023 Computers and Info Access, or a department-assigned course which satisfies the Computer Proficiency in the major, or the SWOSU Proficiency Exam, or HS course clearly defined to meet our goals.

**GE Elective**.....0-3  
Students who meet the computer proficiency by exam or HS course must choose an additional GE course from any category.

### HEALTH CARE ADMINISTRATION MAJOR

**REQUIRED COURSES**

**Major Courses**..... 33

ALHLT	2453	Medical Terminology
ALHLT	3043	Health Statistics <b>OR</b>
ECONO	2463	Business Statistics
ALHLT	3183	Cultural Competence in Healthcare
ALHLT	3193	U.S. Healthcare System <b>OR</b>
ALHLT	1323	Intro to Public Health
ALHLT	3933	Healthcare Management
ALHLT	3963	Healthcare Project Management
ALHLT	4043	Healthcare Law & Ethics
ACCTG	2213	Principles of Financial Accounting
ACCTG	2313	Principles of Managerial Accounting
ENTRP	3113	Intro to MIS
MNGMT	3233	Management

**Combined Ancillary Courses**..... 39

**Allied Health Ancillary Courses**..... 18-21

ALHLT	2323	Health Promotion
ALHLT	2333	Intro to Environmental Health
ALHLT	3053	Advanced Medical Terminology
ALHLT	3073	Drugs, Diagnostics, and Therapeutics
ALHLT	4093	Epidemiology
ALHLT	4123	Healthcare Revenue Cycle
HIM	3122	Intro. To Electronic Health Records
HIM	3363	Healthcare Compliance & Risk Mngmt
HIM	3453	Healthcare Reimbursement
HIM	4113	Healthcare Quality Measures

**Business Ancillary Courses**..... 18-21

ACCTG	3713	Cost Accounting
FINAN	3343	Business Finance
MRKTG	3143	Principles of Marketing
MRKTG	3443	Consumer Behavior
MNGMT	3243	Promotional Strategy
MNGMT	3333	Human Resource Management
MNGMT	3433	Dynamics of Organization Mngmt
MNGMT	3533	Organizational Behavior
MNGMT	4123	Managerial Ethics
MNGMT	4733	Business Plan Development I
ENTRP	3123	Legal Environment of Business
ENTRP	3423	Business Communications

**ALHLT 3978 Health Care Internship**..... 8

*The Health Care Internship must be taken during the final semester and consists of eight (8) weeks of training arranged at various health care facilities.*

**TOTAL HOURS**..... 120

#### REGULATIONS PERTAINING TO GRADUATION

Minimum credit hours for graduation.....	120
Minimum credit hours in the liberal arts & sciences.....	40
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 (HCADM.BS) Suggested Course Sequence\*

### FIRST YEAR

FIRST SEMESTER	SECOND SEMESTER
1051 SWOSUConnect+ (1) 1004 Biological Concepts (4) 1023 Computer Information and Access <b>OR</b> replacement if Proficiency met (3) 1113 English Composition I (3) 1513 College Algebra (3) xxx3 Humanities GE (3)	1003 General Psychology (3) 1213 English Composition II (3) 2213 Principles of Financial Accounting (3) 2453 Medical Terminology (3) xxx3-4 Physical Science GE (3-4)
<b>Total (17)</b>	<b>Total (15-16)</b>

### SECOND YEAR

FIRST SEMESTER	SECOND SEMESTER
2313 Principles of Managerial Accounting (3) 3193 The U.S. Health Care System (3) xxx3 Course in Allied Health or Business (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) 4043 Healthcare Law & Ethics (3) xxx3 Course in Allied Health or Business (3)
<b>Total (15)</b>	<b>Total (15)</b>

### THIRD YEAR

FIRST SEMESTER	SECOND SEMESTER
3043 Health Statistics with lab (3) 3113 Intro to MIS (3) 3933 Healthcare Management (3) 3183 Cultural Competence (3) xxx3 GE Elective (3)	3963 Healthcare Project Management (3) xxx3 Course in Allied Health or Business (3) xxx3 Course in Allied Health or Business (3) xxx3 Course in Allied Health or Business (3) xxx3 Course in Allied Health or Business (3)
<b>Total (15)</b>	<b>Total (15)</b>

### FOURTH YEAR

FIRST SEMESTER	SECOND SEMESTER
xxx3 Course in Allied Health or Business (3) xxx3 Course in Allied Health or Business (3) xxx3 Course in Allied Health or Business (3) xxx3 Course in Allied Health or Business (3) xxx3 Course in Allied Health or Business (3)	3978 Health Care Internship*** (8) xxx3 Course in Allied Health or Business (3) xxx3 Course in Allied Health or Business (3)
<b>Total (15)</b>	<b>Total (14)</b>

\*First time entering SWOSU students need to take 1051 SWOSUConnect.

\*Students should consider summer schools to lighten load.

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

\*\*\* 3978 Health Care Internship lasts 8 weeks.