

HEALTHCARE ADMINISTRATION & MANAGEMENT MAJOR

Colleen Kirtley, Program Director

Program Mission Statement

The mission of the Healthcare Administration & Management program is to prepare graduates as health administrators who direct and coordinate health services, model life-long learning through continuing education, and are engaged in their profession and community.

Program Description

Healthcare Administration & Management incorporates planning, directing, and coordinating health services within a variety of health settings. At the University of Charleston, Healthcare Administration & Management is a baccalaureate degree program at either the Charleston location or completely online. Students can be either traditional or adult students and can choose to complete the program full-time or on a part-time basis. Students are both majors and/or pre-professionals who will complete the program in 4 years (full-time status) depending on whether they are needing pre-requisites for professional placement in the workforce or graduate school. Students will engage in a multidisciplinary curriculum with a strong health science and business emphasis that provides a robust health care foundation. The opportunity to gain real world skills in the professional environment of their discipline equips graduates with the work experience that employers and graduate schools desire. For example, students have the opportunity to do an immersed internship within their desired career area. Graduates can be employed in settings such as Hospital Administrators, Nursing Home Administrators, Human Resource Managers, Medical Practice Managers, or Social and Community Service Managers. Graduates will also have the education required for further study in graduate programs in Health Care Administration.

Program Learning Outcomes

At the end of this course of study the graduate will:

1. Demonstrate cultural sensitivity and interpersonal skills within the health-care profession.
2. Conduct and evaluate research related to health or health related field.
3. demonstrate core business knowledge as well as appropriate analytical & quantitative techniques to develop viable healthcare management solutions.
4. Analyze ethical and legal practices within a healthcare setting.
5. Model professional behaviors and attitudes that reflect the expectations of the health-care profession and the community.

What You Will Study

The Healthcare Administration & Management major consists of 125 credit hours that include a combination of major courses in Public Health & Health Sciences (36 credits) and Business/Management disciplines (48 credits), core courses (21 credits), and other required biological and psychological science courses (20 credits).

The following is a guide based on a 4-year completion period in-seat. **Students may accelerate their experience and complete the program in 3 or 3 ½ years if desired.** Students may also select to complete the program fully online. This will adjust the below pathway slightly to accommodate online class options. Every student is assigned an academic advisor who will assist with degree completion planning and career exploration.

Standard Four-Year in-seat Path

FIRST YEAR			
FALL SEMESTER		SPRING SEMESTER	
UNIV 104 College Motivation & Success	3	UNIV 105 Foundations of Character & Leadership	3
ENGL 101 Freshmen Writing I	3	ENGL 102 Freshmen Writing II	3
MATH 120 Intermediate Algebra/PUBH 100 Intro to Public Health	3	SPCH 103 Oral Communication	3
HUMN 110 Unheard Voices	3	HUMN 1XX/ICOM XXX (HUMN Elective)	3
HSCI 110 History of Health Science	3	BUSI 151 Intro to Business	3
PSYC 101 Intro to Psychology	3	MATH 121 College Algebra	3
18		18	

SECOND YEAR			
FALL SEMESTER		SPRING SEMESTER	
HSCI 230 Interprofessional Practice & Collaboration	3	EXER 225 Medical Terminology	3
BIOL 251 Anatomy & Physiology I	3	PUBH 220 Intro to Epidemiology	3
BIOL 251L Anatomy & Physiology Lab I	1	ACCT 202 Accounting II	3
ACCT 201 Accounting I	3	ECON 202 Principles of Macroeconomics	3
ECON 201 Principles of Microeconomics	3	BIOL 252 Anatomy & Physiology II	3
PSYC 212 Lifespan Development	3	BIOL 252L Anatomy & Physiology Lab II	1
16		16	

THIRD YEAR

FALL SEMESTER		SPRING SEMESTER	
BUSI 215 Information Systems	3	HSCI 312 Statistics for Evidence Based Practice	3
PUBH 250 Public Health Policy	3	PUBH 310 Global & Public Health	3
BUSI 316 Quantitative Method of Business & Economics	3	HSCI 302 Health Ethics & Policy	3
MRKT 321 Principles of Marketing	3	BUSI 241 Business Communication	3
MGMT 311 Principles of Management	3	FINA 312 Business Finance	3
	15		15

FOURTH YEAR

FALL SEMESTER		SPRING SEMESTER	
HSCI 402 Research I	3	HSCI 401 Health Leadership & Management/EXER 452 Organization & Administration	3
PUBH 475 Public Health Capstone	3	MGMT 445 Operations Management	3
MGMT 420 Organizational Behavior	3	MGMT 416 Managing Individuals & Teams	3
MGMT 372 Leadership	3	PUBH 497 Public Health Internship	3
MGMT 320 Human Resources Management	3		
	15		12

Admission Requirements

Students must gain general admission to the University of Charleston.

Additional Requirements

All undergraduate students are eligible to declare Healthcare Administration & Management as their major.

To progress in the program and graduate, students must pass their required courses, including a 3 credit immersed internship, with a C or better and meet the institutional academic requirement of maintaining a minimum cumulative 2.0 GPA to remain in good academic standing.