



UNIVERSITY of DUBUQUE

Bachelor of Science in Health Care Administration

PROGRAM DESCRIPTION

The Bachelor of Science in Health Care Administration is a degree completion program designed for health care professionals wanting to strengthen their service to society, gain upward mobility, make a career change, maximize earning potential, and obtain personal fulfillment as hospital administrators.

ADMISSION REQUIREMENTS

To be eligible to enroll in the LIFE degree completion program in Health Care Administration, candidates must hold an associate in arts or science, or associate in applied science degree in an allied health field from a nationally or state accredited program. They must possess current state or national licensure or registration in their health profession. (Students with a professional health licensure or registration, but without an associate degree will be evaluated individually.)

Candidates should submit:

- The application for admission
- Proof of licensure, certification, or registration in an allied health field
- Official transcripts indicating a college GPA of 2.5 or higher
- Two letters of recommendation

DEGREE REQUIREMENTS

Students must complete the University of Dubuque's general education requirements, the Health Care Administration major requirements (36 credits), and achieve a minimum 120 credits for a bachelor's degree. A minimum cumulative grade point average of 2.0 for all work completed is required for graduation. At least 30 of the last 36 hours must be completed in residence at the University of Dubuque.

The University of Dubuque's general education requirements consist of 3 credits in each of the following:

- College level math
- Speech communication
- Composition and rhetoric
- Research writing
- Cross-cultural study
- Fine arts
- Global awareness
- Introduction to computers
- Literature
- Physical education
- Psychology/social development
- Judeo-Christian journeys
- Science lab course (4 credits)
- Stewardship
- WV2

HEALTH CARE ADMINISTRATION MAJOR REQUIREMENTS

Course#	Course Title	Course Description	Credits
HCA200	Health Care in the Community	Develops insights into relationships between public health and clinical health care organizations. The CDC, WHO, state department, and local health recommendations will be discussed. This course explains the issues and concerns related to community health care. Pre-req: none.	3
HCA220	Current Issues in Health Care	Explores various models of health promotion as well as the ever-changing concept of health in society. Current health and wellness issues such as disease prevention, weight management, substance abuse, sexuality, and physical fitness will be discussed. Pre-req: none.	3
HCA240	Globalization and Health Care	Examines economic, social, cultural, environmental, technological, and political dimensions of globalization and how they impact health status, the provision of health care, and international public health. The course will explore what globalization means for both industrialized and developing countries, with a focus on opportunities and risks for health. It will also examine the transnational legal frameworks, the international institutions, and the civil society stakeholders that influence and respond to the globalization process. Pre-req: HCA220.	3
UDMA230	Statistics	This course will provide students an introduction to elementary statistical methods and experimental design, prerequisite to their consumption and utilization of research. Emphasis is on the comprehension, interpretation, and utilization of inferential statistical concepts. Concepts include: experimental design, descriptive statistics; random sampling and statistical inference; estimation and testing hypotheses of means and variances; analysis of variance; parametric and non-parametric tests: correlation and regression analysis; and chi-square. Pre-req: UDMA112, its equivalent, or consent of instructor.	3
HCA340	Health Informatics	Offers an in-depth look at the technology that is utilized to manage health care information. The emergence of the electronic medical record as well as various health information systems will be discussed. Quality assurance issues as well as Federal HIPAA mandates pertaining to health informatics will be presented. This course describes various informatics systems and students will discuss the technological, ethical, and legal concerns that exist with health informatics. Pre-req: UDMA230.	3
HCA495	Senior Seminar in Health Care Administration	This capstone course provides the culminating experience of the Health Care Administration major, focusing on integrating theory with application and implementation of research to a community problem, need, or opportunity. Pre-req: All HCA major courses.	3

HEALTH CARE ADMINISTRATION MAJOR REQUIREMENTS

Course#	Course Title	Course Description	Credits
BAC201	Principles of Management	This course is a study of management and leadership principles and the skills necessary to develop and achieve organizational goals. The emphasis is on the study of interpersonal behavior, motivation, group dynamics, and the methods of coordination, design, change, and adaptation within an organization. This course identifies and articulates management and leadership principles and their impact upon micro and macro organizational issues. Pre-req: none.	3
BAC304	Human Resource Management	This course introduces the student to the major components of the human resource management functions: job analysis, planning, recruitment, selection, training/development, compensation, performance appraisal, labor relations, and employee relations. This course discusses the human resource management functions and analyzes how these functions bring value to organizations. Pre-req: BAC 201	3
HCA310	Regulation and Legislation of Health Care	Reviews the regulatory/accreditation structure of healthcare and how governmental and non-governmental organizations influence healthcare delivery and operations, both locally and nationally. Privatization of health care will be analyzed. Medicare, Medicaid, and private insurance issues will be discussed. Special emphasis is placed on currently effective and proposed regulatory and legislative initiatives affecting billing, licensing, patient management, clinical processes, and administrative methodologies. Pre-req: HCA240.	3
HCA320	Accreditation in Health Care	Explores the world of accreditation in health care settings. Focus is on the understanding of the importance of these accrediting organizations in national health care. Various accreditation case studies will be presented to demonstrate the necessity of these resources. This course identifies key strategies of successful accreditation studies. Pre-req: HCA240.	3
BAC340	Effective Communication in Business	Provides direction in the fundamental forms and styles for common types of business reports and correspondence. Emphasis throughout the course is given to written, oral, nonverbal, graphical, electronic, and perceptual differences within the global business structure. Students study cultural differences and practice how to communicate effectively by using these differences positively to achieve a pre-determined business/professional goal. Pre-req: ENG101 and COM101.	3
BAC415	Health Care Economics	The supply and demand for health services. Markets for health professionals and health care provider firms. Discusses the roles of insurance, managed care and HMO's, professional licensure, for-profit and not-for-profit provider firms, and information problems in health care markets. Regulation, government financing of health care and health care reform issues discussed. Pre-req: BAC160 and UDMA111.	3

TOTAL CREDITS

36