

Bachelor of Science in Healthcare Administration

The Bachelor of Science in Healthcare Administration helps to prepare students to meet the challenging and changing demands of leadership within healthcare organizations, systems, and facilities. Students will gain knowledge and practical skills from a variety of disciplines; including healthcare, public health, health information management, and business. Skills in communication, organizational management, leadership, critical thinking, and practical decision making are pertinent competencies which apply to the healthcare administration field. The healthcare administration degree program consists of core courses in the key areas of accounting, legal and ethical principles, reimbursement methodologies, delivery systems and documentation, economics and finance, compliance, quality and safety, research management, and strategic planning and marketing, and informatics and analysis. This degree is designed for students with an interest in healthcare operations within healthcare facilities and systems.

Degree Program Objectives

In addition to the institutional and degree level learning objectives, graduates of this program are expected to achieve these learning outcomes::

- Evaluate and develop solutions and strategies for complex problems within the healthcare industry.
- Analyze healthcare issues and policies and develop strategies for maintaining quality, safety, and value of healthcare programs.
- Implement process improvement tools to identify problems and improve processes within healthcare programs.
- Apply ethical standards for decision-making in healthcare organizations.
- Assess contemporary and future marketing strategies to achieve organizational goals.
- Assess technologies and healthcare informatics for implementation in healthcare organizations.

Degree at a Glance

Code	Title	Semester Hours
	General Education Requirements	30
	Major Required	48
	Select one of the following concentrations:	15

Addiction Treatment Facility Management (p. 3)	
Correctional Healthcare Facility Management (p. 3)	
Emergency Management (p. 4)	
Leadership (p. 4)	
Mental Healthcare Facility Management (p. 4)	
Final Program Requirements	3
Elective Requirements	24
Total Semester Hours	120

Degree Program Requirements

General Education Requirements (30 semester hours)

Code	Title	Semester Hours
Arts and Humanities (6 semester hours)¹		
Select 2 courses from the following:		6
ARAB100	Arabic I	
ARAB101	Arabic II	
ARTH200	Art Appreciation	
ARTH240	Survey of Photography	
ARTH241	Film and Literature	
DSIN141	Image Enhancement using Adobe Photoshop®	
FREN100	French I	
FREN101	French II	
GERM100	German I	
GERM101	German II	
JAPN100	Introduction to Japanese	
LITR215	Literature of American Encounters, Revolution, and Rebellion	
LITR218	From Abolition to #MeToo: Literature of the American Civil Rights Movement	
LITR222	Pivotal Figures in Early British Literature	
LITR225	British Literature from Wordsworth through the Wasteland	
LITR231	Leadership in World Literature: Antiquity to the Early Modern Period	
LITR233	Literature of the Newly Globalized World: The Individual's Struggle to Adapt	
MUSI200	Music Appreciation	
MUSI212	Jazz and Rock	
MUSI250	World Music and Cultures	
PHIL101	Introduction to Philosophy	
PHIL110	Critical Thinking	
PHIL200	Introduction to Ethics	

PHIL202	Philosophy of Science
PORT100	Introduction to Brazilian Portuguese
RELS101	Introduction to the Study of Religion
RELS201	Introduction to World Religions
RUSS100	Russian I
SPAN100	Spanish I
SPAN101	Spanish II
STEM270	Thinking and Acting Ethically

Civics, Political and Social Sciences (6 semester hours)¹

Select 2 courses from the following: 6

ANTH100	Introduction to Anthropology
ANTH202	Introduction to Cultural Anthropology
CHFD220	Human Sexuality
COMM211	Social Media and Society
COMM240	Intercultural Communication
ECON101	Microeconomics
ECON102	Macroeconomics
EDUC200	Humane Education: A Global Interdisciplinary Perspective
GEOG101	Introduction to Geography
HOSP110	Practical Food Safety and Awareness
IRLS210	International Relations I
LITR212	Forgotten America—Under Represented Cultures in American Literature
POLS101	Introduction to Political Science
POLS210	American Government I
PSYC101	Introduction to Psychology
RELS250	Death and Dying
RELS260	Race & Religion
RELS270	Hope and Resilience
SOCI111	Introduction to Sociology
SOCI212	Social Problems
SOCI220	American Popular Culture
STEM280	Exploring Society and Cultures via Science Fiction

Communication: Writing, Oral, and Multimedia (9 semester hours)

COMM120	Information and Digital Literacy	3
ENGL110	Making Writing Relevant	3
Select 1 course from the following: 3		
COMM200	Public Speaking	
ENGL101	Proficiency in Writing	
ENGL115	Argumentation and Rhetoric	
ENGL210	Introduction to Literature	
ENGL221	Scientific Writing	
ENGL226	Effective Business Communication	

HRMT101	Human Relations Communication
IRLS200	Information Literacy and Global Citizenship
ITCC231	Introduction to Information Technology Writing
MGMT100	Human Relations

History (3 semester hours)

Select 1 course from the following: 3

HIST101	American History to 1877
HIST102	American History since 1877
HIST111	World Civilization before 1650
HIST112	World Civilization since 1650
HIST121	Western Civilization before The Thirty Years War
HIST122	Western Civilization since The Thirty Years War
HIST221	African-American History before 1877
HIST222	African-American History since 1877
HIST223	History of the American Indian
HIST270	History of Science
STEM185	The History and Context of STEM

Mathematics and Applied Reasoning (3 semester hours)

Select 1 course from the following: 3

ENTD200	Fundamentals of Programming
MATH110	College Algebra
MATH111	College Trigonometry
MATH112	Pre-Calculus
MATH120	Introduction to Statistics
MATH125	Math for Liberal Arts Majors
MATH225	Calculus

Natural Sciences (3 semester hours)

Select 1 course from the following: 3

BIOL180	Introduction to Biology
BIOL181	Introduction to Human Anatomy and Physiology
CHEM180	Introduction to Chemistry
ERSC180	Introduction to Meteorology
ERSC181	Introduction to Geology
EVSP180	Introduction to Environmental Science
PHYS180	Introduction to Physics
SPST180	Introduction to Astronomy
STEM100	Introduction to STEM Disciplines

Total Semester Hours 30

¹ All literature courses require successful completion of ENGL101 (<https://catalog.apus.edu/search/?P=ENGL101>) - Proficiency in Writing or ENGL110 (<https://catalog.apus.edu/search/?P=ENGL110>) - Making Writing Relevant.

Major Required (48 semester hours)

Code	Title	Semester Hours
PBHE111	Introduction to Health Care Administration	3
PBHE112	Health Services Organization	3
PBHE215	Healthcare: Moral Issues	3
HIMA240	Healthcare Reimbursement Methodologies	3
HIMA250	Healthcare Delivery Systems and Documentation	3
HCAD300	Legal and Ethical Principles in Healthcare	3
HCAD301	Healthcare Principles and Policies	3
HCAD302	Healthcare Quality and Safety	3
MGMT311	Organizational Behavior	3
PBHE315	Health Economics and Finance	3
HCAD400	Strategic Planning and Marketing in Healthcare	3
FINC405	Budget Development and Execution	3
HRMT407	Human Resource Management	3
HIMA410	Informatics and Analytics	3
HIMA460	Healthcare Data Management and Governance	3
PBHE427	Epidemiology	3
Total Semester Hours		48

Students must choose a concentration for this degree program and may select from a Concentration in Addiction Treatment Facility Management, Concentration in Correctional Healthcare Facility Management, Concentration in Emergency Management, Concentration in Leadership, or Concentration in Mental Healthcare Facility Management.

Concentration in Addiction Treatment Facility Management (15 semester hours)

Focuses on theories and necessary skills to successfully manage an outpatient addiction treatment facility. Addiction and substance abuse will be explored. Emphasis will also be placed on the business skills that are essential for a leader in this setting including: leadership and motivation, dispute resolution, strategic planning, and the principles of sales.

Objectives

Upon successful completion of this concentration, the student will be able to:

- Analyze the reasons people commonly abuse substances
- Evaluate current treatment modalities & report on their effectiveness
- Examine various leadership approaches and distinguish the purposes for each.

- Discuss the different types of sales presentations and what goes into their planning

Concentration Requirements (15 semester hours)

Code	Title	Semester Hours
PSYC324	Psychology of Addiction & Substance Abuse	3
HRMT411	Dispute Resolution	3
MGMT312	Leadership & Motivation	3
BUSN310	Business Theory	3
MKTG301	Principles of Sales	3
Total Semester Hours		15

Concentration in Correctional Healthcare Facility Management (15 semester hours)

Focuses on theories and intricacies involved with managing a healthcare program in a correctional setting. Corrections and incarceration, criminology, and ethics in criminal justice will be explored. The psychology of addiction and substance abuse will also be discussed.

Objectives

Upon successful completion of this concentration, the student will be able to:

- Compare and contrast state and federal correction organization and administration
- Analyze the cost and health issues associated with older inmates
- Compare and contrast biological and psychological theories of crime.
- Demonstrate an in-depth knowledge of budget preparation, approval, and execution processes.
- Outline strategies employed by leaders in criminal justice organizations to effectively prevent ethics violations.

Concentration Requirements (15 semester hours)

Code	Title	Semester Hours
CMRJ316	Corrections and Incarceration	3
PSYC324	Psychology of Addiction & Substance Abuse	3
CMRJ303	Criminology	3
BUSN310	Business Theory	3
CMRJ308	Ethics in Criminal Justice	3
Total Semester Hours		15

Concentration in Emergency Management (15 semester hours)

Focuses on theories and necessary skills to be a successful emergency manager within the healthcare leader role. Emergency planning and disaster are explored. Special operations in emergency medical services and specific techniques to control disaster, such as quarantine, are also discussed.

Objectives

Upon successful completion of this concentration, the student will be able to:

- Evaluate theoretical, historical, and contemporary issues associated with quarantine as a public health and safety measure.
- Analyze specialized issues associated with emergency medical services in mass casualty, biological, chemical and radiological incidents.
- Define and discuss the roles and responsibilities of the Incident Command System used in crises, disasters, and emergency management response systems.
- Examine media management during local/national disasters and the levels of governmental response.

Concentration Requirements (15 semester hours)

Code	Title	Semester Hours
EDMG220	Emergency Planning	3
EDMG230	Emergency and Disaster Incident Command	3
EDMG420	Risk Communications	3
PBHE413	Special Operations in Emergency Medical Services	3
PBHE426	Quarantine	3
Total Semester Hours		15

Concentration in Leadership (15 semester hours)

Focuses on theories and necessary skills to prepare the successful manager to lead in today's evolving healthcare organization. Leadership and motivation, dispute resolution, and organizational change will be explored. Additionally, management ethics and virtual management will be discussed.

Objectives

Upon successful completion of this concentration, the student will be able to:

- Appraise the various models and approaches to organizational change.
- Assemble Leadership skills required in a virtual team and challenges faced by Virtual team leaders as well as tips, techniques and best practices for leading high performance.
- Analyze and critique leadership and motivation case studies using relevant models, theories, concepts, and terms.
- Evaluate the various leadership skills necessary at all stages of organizational change.
- Examine the application of leadership concepts and ethical theories in the business environment.

Concentration Requirements (15 semester hours)

Code	Title	Semester Hours
HRMT411	Dispute Resolution	3
ITMG421	Virtual Management	3
MGMT312	Leadership & Motivation	3
MGMT313	Organizational Change	3
MGMT314	Management Ethics	3
Total Semester Hours		15

Concentration in Mental Healthcare Facility Management (15 semester hours)

Focuses on theories and necessary skills to successfully manage an outpatient mental healthcare facility. Addiction and substance abuse, personality theories, and child welfare and advocacy will be explored. Dispute resolution and leadership and motivation will also be discussed.

Objectives

Upon successful completion of this concentration, the student will be able to:

- Analyze how substances affect the mind and body and society
- Analyze the reasons people commonly abuse substances
- Examine the major theories of human personality
- Analyze and critique leadership and motivation case studies using relevant models, theories, concepts, and terms.
- Examine various leadership approaches and distinguish the purposes for each.

Concentration Requirements (15 semester hours)

Code	Title	Semester Hours
PSYC324	Psychology of Addiction & Substance Abuse	3
PSYC221	Personality Theories	3
CHFD230	Child Welfare and Advocacy	3
HRMT411	Dispute Resolution	3
MGMT312	Leadership & Motivation	3
Total Semester Hours		15

Final Program Requirements (3 semester hours)

Code	Title	Semester Hours
HCAD498	Senior Seminar in Health Sciences (to be taken as the last course before graduation) ¹	3
Total Semester Hours		3

¹ Prerequisite: Senior Standing and completion of all major courses prior to enrollment.

Elective Requirements (24 semester hours)

Code	Title	Semester Hours
Select any courses not already taken to fulfill the requirements listed above. Credits applied toward a minor or certificate in an unrelated field may be used to fulfill elective credit for the major.		24
Total Semester Hours		24