



## DEGREE PROGRAM LISTING

### Associate of Science in Healthcare Administration

Length of Program: 2 years

#### Program Description

To prepare students for opportunities in healthcare administration by introducing them to the unique language of healthcare and key concepts of the profession. Students will prepare for work in the challenging, fast-paced environments in healthcare settings by gaining foundational background in the functional areas of healthcare, such as vitalizing human resources, hospital finance/accounting, healthcare administration, leadership and operations. Students will identify key skills required in hospitals, doctors' offices, nursing homes, surgical facilities, rehabilitation centers, and emergency clinics. Students will recognize their responsibility to act ethically and nurture a culture of sound ethical practices in healthcare. Besides, students will be introduced to general education required for lifelong personal growth in today's global economy along with the foundation of further studies.

#### Program Outcomes

- Describe healthcare delivery systems along with their associated operational and financial considerations.
- Describe the dynamic nature of healthcare administration and the strategic and operational issues inherent in managing healthcare systems
- Explain basic accounting and budgeting processes of healthcare organizations, interpret common financial statements.
- Explain the legal, regulatory and ethical environment of healthcare and how it informs service delivery.
- Identify the oral and written communication skills required by healthcare professionals
- Discuss the human resource challenges inherent in team and talent management and the supervision of individual and organizational performance.
- Describe how technology is utilized in healthcare, specifically the importance of electronic information systems and health records.
- Recognize how leaders use information for critical thinking, problem solving and organizational effectiveness.
- Demonstrate an ability to find and use reference tools/resources

This roadmap is a recommended semester-by-semester plan of study for this major. A course with an “\*” denotes its status as a general education course.

Course Code	Course subject and Title	Prerequisite	Credit Hours
Semester One			
LUO100	Lakewood University Orientation		0
HCA100	Introduction to Healthcare Administration		3
MEDTERM101	Medical Terminology		3
AGL100	College Algebra*		3
ENG101	Introduction to English*		3
Semester Two			
PHL101	Introduction to Philosophy*		3
GOVT100	American Government*		3
ELHLTH100	Fundamentals of Electronic Health Records		3
ENVS100	Environmental Science*		3
Semester Three			
ACCT100	Principles of Accounting I*		3
BIO100	Principles of Biology*		3
PSY100	Introduction to Psychology*		3
HCM200	Introduction to Healthcare Management		3
Semester Four			
COMM100	Interpersonal Communication*		3
HMKTP200	Healthcare Marketing Principles		3
MCRE200	Microeconomics*		3
HRSM100	Human Resources Management		3
Semester Five			
AMLIT100	American Literature*		3
MIS200	Management Information System-		3
STAT200	Statistics*		3
ELCHC200	Ethical and Legal Considerations of Healthcare		3
Total Credit Hours:			60

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## **ASSOCIATE DEGREE COURSE DESCRIPTIONS**

### American Government

3 Credit Hours

The course provides a survey of the organization of American government, which includes an overview of the historical significance and provisions of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. The objective of the course is to lay the proper foundation for informed citizenship and more specialized study in political science.

### American Literature

3 Credit Hours

This course is composed of a survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

### College Algebra

3 Credit Hours

College Algebra is the introductory course in algebra. The course is designed to familiarize learners with fundamental mathematical concepts such as inequalities, polynomials, linear and quadratic equations, and logarithmic and exponential functions.

### English 101

3 Credit Hours

This course explores the usage problems associated with both speech and written grammar. It details out for students how to organize thoughts into a coherent and logical order to form meaningful language.

### Environmental Science

3 Credit Hours

Environmental science is the study of patterns and processes in the natural world and their modification by human activity. This course will give you the skills necessary to address the environmental issues we are facing today by examining scientific principles and the application of those principles to natural systems. This course will survey some of the many environmental science topics at an introductory level, ultimately considering the sustainability of human activities on the planet.

### Ethical and Legal Considerations in Healthcare

3 Credit Hours

This course will help student examine the role of health care policy and legal, regulatory, and quality control in ethical decision making in healthcare. The topics include but not limited to concepts and principles of health care policy, legal control, ethical conduct, and regulatory environments and their application to the health care environment.

### Fundamentals of Electronic Health Records

3 Credit Hours

This course is the fundamentals of electronic health records entirely designed in a way to introduce students with modern healthcare environment. Students will get an overview of healthcare information systems, healthcare transactions and billing using different software so that they can work with electronic health records.

### Healthcare Marketing Principles

3 Credit Hours

This course is designed to introduce you to the basic principles of Marketing including, but not limited to, fundamental business, management, and entrepreneurial concepts that affect business decision making; economic principles and concepts fundamental to marketing; marketing career exploration, development and growth; and the basic functions of

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marketing (e.g. distribution, financing, marketing information systems, pricing, product/service management, promotions, and selling).

Human Resources Management

3 Credit Hours

This course is an introduction to human resources management (HR), its functions and related activities. The course identifies laws that affect HR management, describes why an effective workplace is a competitive advantage and highlights the benefits and challenges of managing a diverse workforce. Other topics include workplace safety and theories of motivation and managing performance.

Interpersonal Communication

3 Credit Hours

This course teaches the basics of communication principles and concepts. Topics include: Intercultural issues, conflict management, and communicating in groups and in public.

Introduction to Computers

3 Credit Hours

Lakewood College's Introduction to Computers course outlines the computer skills necessary for a variety of business applications and frameworks. Introduction to Computers will guide the students through comprehensive computer usage including technical and practical information that are presented in an easy-to-understand format for today's computer users.

Introduction to Healthcare Administration

3 Credit Hours

Present the fundamentals of management and leadership as the foundations for the administration of health care products and service delivery to acquaint you with management principles, fundamental healthcare terminology, types of healthcare organizations and their control.

Introduction to Healthcare Management

3 Credit Hours

Participants will learn key principles, practices, and personalities of health care management. The content is broadly applicable to healthcare enterprises of every kind: public health organizations, physician practices and clinics, hospitals and health systems, agencies and service organizations, for-profit firms, not-for-profit enterprises.

Introduction to Psychology

3 Credit Hours

This course presents the theories and principles of modern psychology. Students will cover various aspects of psychology and understand the practical application of psychological tenets to functional behavior.

Introduction to Philosophy

3 Credit Hours

An introductory survey course of philosophy, introducing learners to the fields of ethics, epistemology, meta- physics, logic, the history of philosophy, and philosophical writing. Learners will also read works by Plato and Descartes among other philosophers.

Introduction to Wellness

3 Credit Hours

This course will provide students with the knowledge of improving people's health habits. The course also involves training students for achieving their personal, health and fitness goals.

Macroeconomics

3 Credit Hours

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In this economics course, you will learn some of the major concepts of macroeconomics, such as gross domestic product, price level, inflation, unemployment, economic growth and the balance of payments. You will get the fundamentals of how a country's trade policies work as a whole.

Management Information System

3 Credit Hours

In this course, students will learn the processing of information through computers and other intelligent devices to effectively manage and support managerial decisions within an organization.

Medical Terminology

3 Credit Hours

This course introduces an in-depth study of medical terms and abbreviations specially designed for healthcare administrators. By working through several different organ systems, students will learn the parts of medical terms, how they relate to healthcare, and how they are used in a medical environment.

Microeconomics

3 Credit Hours

This course introduces Microeconomics as the study of individual economic behavior and examines how the choices people make affect larger markets. The course describes the many forces that influence market activity. Areas covered include market systems, pricing, resource markets, market failure and public policy, and the course briefly touches on international economics.

Principles of Accounting I

3 Credit Hours

Managerial accounting is primarily concerned with generating financial and non-financial information for use by managers for decision making. This course will enable students to compare and contrast managerial accounting with financial accounting, identify ethical issues in accounting and describe various costing processes within the organization. Throughout the course, a managerial viewpoint is stressed.

Principles of Biology

3 Credit Hours

This course introduces the student to the unifying principles to all levels of biological organization. Emphasis is at the cellular, organism, and population levels with inquiry into the nature of scientific investigation.

Speech 101

3 Credit Hours

Speech is the fundamental tool that you can have in the working world and your daily life. This course is designed to introduce students to selected facets of the study of human communication and to enhance students' ability to orally communicate in a thoughtful, clear, coherent, and persuasive manner in various settings. Specifically, this course acquaints students with the subjects of communication theory, nonverbal communication, intrapersonal communication, interpersonal communication, small group communication, and public address. It teaches oral interactions and reporting skills useful to students in other classroom settings and other communication concepts and skills of wide applicability in their educational, personal, and professional life.

Statistics I

3 Credit Hours

This course will introduce you to business statistics, or the application of statistics in the workplace. Statistics is a course in the methods for gathering, analyzing, and interpreting data for decision making and predicting future outcome. You will get the basic understanding of descriptive and inferential statistics including the base of Mean and probability distribution.