

Healthcare Administration AS DEGREE

Program Overview

The healthcare administration program is an interdisciplinary program that incorporates business and health information management education and practices designed to create a comprehensive healthcare leader. Learners will participate in focused instruction within management, health information management, legal and ethical aspects, statistics, and technology; which will afford employment opportunities in various healthcare leadership capacities.

Students will acquire knowledge and skills in communicative strategy, critical thinking, transformative management, and collaborative team-building propensities throughout various course(s) within the healthcare administration program.

Candidates considering this field should prepare for high-level decision-making, comprehensive analysis, complex communications, and the ability to lead and manage others.

Career Opportunities

Healthcare administrators and leaders enjoy salaries in the top bracket of healthcare professionals. Graduates may anticipate supervisory and management roles. **Graduates of this program may choose to continue their education at a four-year institution in Healthcare Administration or a related field.

The healthcare administrator or leader may work in a physician's office, surgery center, specialty clinic, hospital, insurance company, government agency, community health setting, research foundation, long-term care facility, dental office, consulting firm, rehabilitation center or other health care facility.

According to the Bureau of Labor Statistics, Medical and Health Services Managers are anticipated to increase by +/- 32% between 2019 to 2029 (www.bls.gov).

*Information is subject to change.
This Program Requirements Guide is not a contract.*

Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 250+ or grade of "C" or better in READ 0722 or READ 0724 or EAPP 0900

Writing: Score of 250+ or grade of "C" or better in ENGL 0922 or EAPP 0900

Quant. Reasoning, Algebra & Stats: Score of 270+ or **Adv. Algebra & Functions:** Score of 250+ or grade of "C" or better in MATH 0920

Keyboarding Skills: Minimum of 40 WPM with 3 errors or less or a grade of "C" or better in BTEC 1400.

Computer Skills: Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of "C" or better in BTEC 1418.

Assessment Results and Prerequisites:

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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Program Outcomes

1. Graduates will apply basic medical sciences in accordance to the profession.
2. Graduates will demonstrate documentation and health information practices.
3. Graduates will demonstrate use of office and healthcare-based software applications.
4. Graduates will apply administrative and management-based practices.
5. Graduates will comply with healthcare regulatory guidelines.

Program Faculty

Jennifer Anglin
jennifer.anglin@saintpaul.edu

Kelly Dale
kelly.dale@saintpaul.edu

Part-time/Full-time Options

This program can be completed by using a combination of online, day, evening, and Saturday courses. Part-time and full-time options are available.

Program Requirements

- Check off when completed
- All classes must be successfully completed with grade "C" or better.

Course	Cr
<input type="checkbox"/> BTEC 1421 Business Information Applications I	3
<input type="checkbox"/> BUSN 1410 Introduction to Business	3
<input type="checkbox"/> BUSN 2450 Management Fundamentals	3
<input type="checkbox"/> HMRS 1400 Human Resource Management	3
<input type="checkbox"/> MEDS 1420 Health Information Foundations	3
<input type="checkbox"/> MEDS 1480 Medical Terminology	3
<input type="checkbox"/> MEDS 1560 Computerized Health Information	3
<input type="checkbox"/> MEDS 1562 Billing and Reimbursement	2
<input type="checkbox"/> MEDS 1570 Human Disease	3
<input type="checkbox"/> MEDS 2430 Pharmacology for the Medical Office	2
<input type="checkbox"/> MEDS 2434 Legal and Ethical Aspects of Health Information	2
Subtotal	30

General Education/MnTC Requirements Cr

- Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
- Goal 1: Communication 7
ENGL 1711 Composition 1 – 4 cr
SPCH XXXX – 3 cr
 - Goal 3 or Goal 4 17
BIOL 1740 General Biology: The Living Cell – 5 cr
BIOL 2721 Human Anatomy and Physiology 1 – 4 cr
BIOL 2722 Human Anatomy and Physiology 2 – 4 cr
MATH 1740 Introduction to Statistics – 4 cr
 - Goal 5: History, Social Science and Behavioral Sciences 3
 - Goal 6: Humanities and Fine Arts 3
- General Education Requirements 30**

Total Program Credits 60

Recommended Electives:

- ACCT 2410 Financial Accounting 4
- BUSN 1760 Principles of Finance 4
- MEDS 2510 Quality Management and Health Statistics 3

Prerequisite Course Sequence Requirements:

- MEDS 1560 (MEDS 1420) fall/spring
- MEDS 1562 (MEDS 1420) fall
- MEDS 1570 (MEDS 1470 or 1480) fall/spring
- MEDS 2430 (MEDS 1480 or BIOL 2721 & 2722) fall/spring
- MEDS 2434 (MEDS 1420) fall

See back of this guide for Program Start Dates, Course Sequence & Transfer Opportunities

Healthcare Administration AS DEGREE *(continued)*

Program Start Dates

Fall, Spring, and Summer

Course Sequence

The following course sequence is recommended for full-time students. Students must consult with a program advisor to develop an educational program plan before registration.

All classes must be successfully completed with grade of "C" or better.

First Semester (Year 1)

BIOL 1740 General Biology: The Living Cell	5
BUSN 1410 Introduction to Business	3
MEDS 1420 Health Information Foundations	3
MEDS 1480 Medical Terminology	3
Total Semester Credits	14

Second Semester (Year 1)

BIOL 2721 Human Anatomy and Physiology 1	4
BTEC 1421 Business Information Applications I	3
ENGL 1711 Composition I	4
MEDS 1562 Billing and Reimbursement	2
Goal 5: History, Social Sciences, and Behavioral Sciences	3
Total Semester Credits	16

Third Semester (Year 2)

BIOL 2722 Human Anatomy and Physiology 2	4
HMRS 1400 Human Resource Management	3
MEDS 2434 Legal and Ethical Aspects of Health Information	2
Goal 1: SPCH XXXX	3
Goal 6: Humanities and Fine Arts	3
Total Semester Credits	15

Fourth Semester (Year 2)

BUSN 2450 Management Fundamentals	3
MEDS 1560 Computerized Health Information	3
MEDS 1570 Human Disease	3
MEDS 2430 Pharmacology for the Medical Office	2
MATH 1740 Introduction to Statistics	4
Total Semester Credits	15

Total Program Credits60

Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

For more information please go to saintpaul.edu/Transfer.

Healthcare Administration AS

BA	Individualized Studies Metropolitan State University
BA	Health Care Administration Concordia University, St. Paul
BAS	Health Services Administration Minnesota State University Moorhead
BS	Healthcare and Human Service Management Saint Mary's University, Twin Cities Campus