

# Health Care Management

## Bachelor's Degree Completion

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# Curriculum Overview

## Health Care Management

- Turn-Key
- Undergraduate
- Degree-Completion

## Accelerated

- 18 months (15 Modules) to complete the academic major and core courses (48 credits)
- Classroom – one night per week for four hours over five weeks
- Online – programmed daily and weekly events

## Adaptive Flexibility

- Fully Classroom
- Fully Online
- Fully Blended

## Curriculum Overview

The course work for the Health Care Management program consists of 48 upper-division semester credits to be completed over an 18-month period. These modules focus on supervision, interpersonal skills, management and legal issues of health care in the United States and health care planning.

## TERM ONE (15 credits)

### The Adult Journey

(3 credits)

This module is specifically designed as the first module in the degree completion program sequence. As such, it has a dual purpose. Academically, it presents both classic and contemporary adult development lifespan theory while linking these concepts to individual experience through assessment and reflection. From an instructional design standpoint, this module provides the foundations for cohort development and lifelong writing skills to be utilized throughout the degree completion program.

### Group & Team Dynamics

(3 credits)

This module is a study of group and team behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and resolving conflict in groups. Learners develop strategies for efficient and productive group management, and determine which tasks groups or individuals handle.

### Organizational Behavior

(3 credits)

Learners examine the formal and informal functions of organizations and analyze an agency or organization based on a systems model. Learners will also analyze and solve organizational problems using a step-by-step method. This analysis will be applied to learners' work-related projects.

### Organizational Communication

(3 credits)

This module investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises concerning nonverbal communication, constructive feedback, dealing with anger, and resolving conflict. Learners develop a model for effective relationships.

### Management Principles

(3 credits)

Learners examine motivational theory and its application to individual and group function in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is covered through readings and class exercises, with an analysis of the effect on productivity.

## TERM TWO (15 credits)

### **The US Health Care System**

(3 credits)

This module examines the foundations and historical origin of the U.S. health care system, and compares it with the health care systems of other nations. Past and present health issues will be discussed. Comparative analysis of legal, ethical, regulatory and market forces will be explored. The module serves as an introduction for the learner entering the health care management field, and career opportunities that may emerge as the health care industry evolves from its current form.

### **Community and Public Health**

(3 credits)

This module focuses on the systems and structures of community and public health in the U.S. The learner will gain an understanding of cultural, societal and economic factors that influence public health care prevention and education. The module will also provide an introduction to the analysis of health information data in conjunction with the planning of a community and/or public health project.

### **Budgeting & Financial Management in HC**

(3 credits)

*Budgeting and Financial Management in Health Care* provides an introduction to the budgetary and financial aspects of health care management. Government and private sector health service funding is explored. The societal need for health services versus the reality of cost controls is discussed. Fee for service, profit or non-profit, managed care and other health care fiscal management measures will be analysed. Government funded programs such as Medicare, Medicaid and veterans' health care are examined.

### **Legal and Social Aspects of Health Care**

(3 credits)

*The Legal and Social Aspects of Health Care* module examines health care services for diverse populations including mental health, multicultural, geriatrics, substance abuse and other groups. The learner will gain an understanding of the issues of access, demand for services, and cost versus quality. The impact of historical events on present health service delivery models for diverse populations is discussed. Legal, ethical and governmental mandates are reviewed. Learners will develop a model program for a self-selected population using current health information data.

### **Accounting for Health Care Administrators**

(3 credits)

This module will build on the fundamentals covered in introductory accounting courses. Learners will develop quantitative analysis and reporting skills critical to health care management decisions. The usage and limitations of management accounting for the health care administrator are addressed. The module utilizes case studies and analyzes the challenges posed by managing healthcare organizations in a period of budgetary restrictions and a difficult economic environment.

## TERM THREE (18 credits)

### **HR Management in Health Care Settings** (3 credits)

A specific introduction to capital management within the health care setting. The health care human resource manager faces specific issues including job design, recruitment, safety and training. The module will review current legal standards and practices and examine relevant case studies.

### **Individual Values and Health Care Ethics** (3 credits)

This is a module in which the learner formulates a philosophy of life, providing the base for such concerns as ethics in health care, accountability in government, respect for human rights, and responsible lifestyle in our contemporary world. Ethical theories and personal values are examined through readings, analysis of the workplace, and classroom discussion.

### **Health Care Planning & Accountability** (3 credits)

*The Health Care Planning and Accountability* module examines the past and present results of government regulation in controlling the market demands for health care services. Political, economic and professional pressures impact the accountability process. The learner will design a health care planning model that reviews reimbursement, supply and demand, contracts and the patient population.

### **Research Methods and Statistics** (4 credits)

This module will provide an overview of research process and methods for learners in the degree-completion program who are required to complete an independent research project in their workplaces to fulfill degree requirements. It will include how to identify and define a problem suitable for such research, how to find information and literature sources related to the defined problem, and how to evaluate and utilize identified sources. Learners will use Microsoft Excel Spreadsheets. Problem analysis and evaluation techniques are presented. Learners are shown methods for defining, researching, analyzing, and evaluating a problem they would solve in their work or a vocational environment. Specific statistical information covered in the module includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance, and constructing questionnaires.

### **Health Care Application Project** (5 credits)

Each learner combines his/her research and practical implementation of theories and concepts and develops an individual health care related project. The project examines a problem in a learner's occupation. The learner's project is written and orally presented to the instructor and the learning group.