# HEALTH CARE ADMINISTRATION (HCAD)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Attributes</th>
<th>Description</th>
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<tbody>
<tr>
<td>HCAD 101</td>
<td>Introduction to Health Services Administration</td>
<td>1 cr</td>
<td>Maximum class juniors. Not available for seniors.</td>
<td>Field Trip(s) Required</td>
<td>Survey of the field of health and aging services and the functions of various administrative roles. Provides experiences upon which to base decisions about health services administration as a career.</td>
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<tr>
<td>HCAD 222</td>
<td>Multidisciplinary Perspectives on Aging</td>
<td>3 crs</td>
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<td></td>
<td>This course presents a multidisciplinary overview of critical issues related to aging. Research and theory supplement an exploration of issues and career opportunities in gerontology, from both research and service provider orientations.</td>
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<tr>
<td>HCAD 291</td>
<td>Special Topics</td>
<td>1-3 crs</td>
<td>Instructor Consent Required</td>
<td></td>
<td>A variable content course consisting of topics of special interest to students and faculty that are not covered in other health care administration courses.</td>
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<tr>
<td>HCAD 299</td>
<td>Independent Study</td>
<td>1-3 crs</td>
<td>Department Consent Required</td>
<td></td>
<td>Independent study projects under the direction of a faculty member.</td>
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<tr>
<td>HCAD 301</td>
<td>Foundations of Quality Management Systems in Health Service</td>
<td>3 crs</td>
<td>HCAD 101, IDIS 201. Health Care Administration majors only.</td>
<td>Undergraduate/Graduate Offering, Field Trip(s) Required, Special Course Fee Required</td>
<td>An exploration of the technical, managerial and organizational issues that are important in understanding and implementing quality management systems in health service organizations.</td>
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<tr>
<td>HCAD 302</td>
<td>Leadership and Management Practices in Health Services</td>
<td>3 crs</td>
<td>HCAD 101. Limited to health care administration or environmental public health majors.</td>
<td></td>
<td>An exploration of necessary administrative skills of health services leadership including: strategic planning; quality management; financial management; human resources management; government relations; marketing; and the ability to apply these concepts within a health system.</td>
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<tr>
<td>HCAD 375</td>
<td>Fundamentals of Health Care Finance</td>
<td>3 crs</td>
<td>ACCT 201; ECON 103 and ECON 104; IS 240. Limited to health care administration majors.</td>
<td></td>
<td>Students will learn financial decision making techniques: i.e., planning, control, budgeting, time value of money, etc., used to meet a health care organization’s goals and objectives to provide ongoing and quality services for its clientele.</td>
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<tr>
<td>HCAD 400</td>
<td>Fundamental Field Experience Skills I</td>
<td>3 crs</td>
<td>HCAD 301 and HCAD 302. HCAD 420 concurrent enrollment.</td>
<td>Service-Learning, Full 30 Hours, Internship, Special Course Fee Required</td>
<td>The student undertakes prescribed activities and rotations with defined experiences and learning goals to develop a basic understanding of operational, regulatory, and environmental standards of resident service departments and functions.</td>
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<tr>
<td>HCAD 401</td>
<td>Fundamental Field Experience Skills II</td>
<td>6 crs</td>
<td>HCAD 400. HCAD 403, HCAD 404, HCAD 405 and HCAD 421 concurrent enrollment.</td>
<td>Service-Learning, Full 30 Hours, Internship</td>
<td>Building on previous skills, the student continues participation in prescribed activities and rotations with defined experiences and learning goals to further understanding of operational, regulatory, and environmental standards of resident service departments and functions.</td>
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</table>
HCAD 402 Fundamental Field Experience Skills III (6 crs)
Prerequisite: HCAD 401, HCAD 406, HCAD 407, HCAD 408, HCAD 422 concurrent enrollment. Limited to HCAD majors.
• Limited to HCAD majors in the practicum year.
Building on previous skills, the student continues participation in prescribed activities and rotations with defined experiences and learning goals to achieve competency in required operational, regulatory, and environmental standards of resident service departments and functions.
Attributes: LE-I1 Integration, Service-Learning, Full 30 Hours, Internship
Grading Basis: A-F Grades Only
Practicum Hours: 6 credit hours; approximately 40 hours per week in the field

HCAD 403 Resident Service Management (1 cr)
Prerequisite: HCAD 401 concurrent enrollment. Limited to HCAD majors.
• Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.
Exposes the student to the responsibility of administration to translate concepts of patient care into policies and procedures, which ultimately impacts the quality of care and service.
Attributes: Service-Learning, Full 30 Hours, HCAD Program Fee, Special Course Fee Required

HCAD 404 Quality Management in Health Care (1 cr)
Prerequisite: HCAD 401 concurrent enrollment. Limited to HCAD majors.
• Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.
Students gain an awareness of quality management principles and practices in health care settings and learn how to use various quality tools for effective problem identification and solving.
Attributes: Service-Learning, Full 30 Hours, HCAD Program Fee, Special Course Fee Required

HCAD 405 Health Services Human Resources Management (1 cr)
Prerequisite: HCAD 401 concurrent enrollment. Limited to HCAD majors.
• Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.
Students learn the basic goals and principles of human resources, understand the driving forces of human resource outcomes, and gain an awareness for the application of human resources practices in health care today.
Attributes: Service-Learning, Full 30 Hours, HCAD Program Fee, Special Course Fee Required

HCAD 406 Information Use and Systems (1 cr)
Prerequisite: HCAD 402 concurrent enrollment. Limited to HCAD majors.
• Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.
Students develop an understanding of how to identify, prioritize, and use data and information to help them strategically manage a health and aging services organization.
Attributes: Service-Learning, Full 30 Hours, HCAD Program Fee

HCAD 407 Financial Management in Health Care (1 cr)
Prerequisite: Limited to HCAD majors.
• Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.
Students apply the basic and overall principles of financial management to the operation of a health and aging services organization, and learn the key areas of budgeting and reimbursement.
Attributes: Service-Learning, Full 30 Hours, HCAD Program Fee

HCAD 408 Marketing and Public Relations in Health Services (1 cr)
Prerequisite: HCAD 402 concurrent enrollment. Limited to HCAD majors.
• Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.
Students are exposed to the basic goals and principles of an effective marketing and public relations program in health care and participate in the application of a variety of marketing strategies.
Attributes: Service-Learning, Full 30 Hours, HCAD Program Fee

HCAD 411 Cultural Competency and Globalization (1 cr)
Prerequisite: HCAD 301 and HCAD 302. Limited to HCAD majors.
• Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.
Students develop cultural competency in providing health services to people of diverse backgrounds and effectively managing a diverse workforce, as well as gain an understanding of immigration issues and the globalization of healthcare.
Attributes: Cultural Diversity 1 cr., HCAD Program Fee
Lecture/Discussion Hours: 1
Lab/Studio Hours: 0

HCAD 412 Professional Ethics and Advocacy (1 cr)
Prerequisite: HCAD 301 and HCAD 302. Limited to HCAD majors.
• Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.
Students will develop an understanding of professional standards for health care administrators. They will also learn how to use political advocacy to affect policy change so they can better serve the population’s health care needs.
Attributes: HCAD Program Fee
Lecture/Discussion Hours: 1
Lab/Studio Hours: 0
HCAD 413 Health Care Rules and Regulations (1 cr)
Prerequisite: HCAD 301 and HCAD 302. Limited to HCAD majors.
- Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.

Students develop an understanding of the current laws, rules and regulations that impact long-term care organizations. Students will learn strategies for proactively managing an organization within the context of a regulatory environment.

Attributes: HCAD Program Fee
Lecture/Discussion Hours: 1
Lab/Studio Hours: 0

HCAD 420 Fund Health Care Management Competencies (3 crs)
Prerequisite: HCAD 301 and HCAD 302. HCAD 400 concurrent enrollment. Limited to HCAD majors.
- Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.

This course will examine in-depth management competencies necessary to successfully operate a health care organization. Students will also gain an understanding of the necessary professional functions and skills to successfully serve in an administrative role in a health care organization.

Attributes: HCAD Program Fee
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 421 Health Care Admin Prof Development (3 crs)
Prerequisite: HCAD 420. HCAD 401 concurrent enrollment. Limited to HCAD majors.
- Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.

The initial focus is on the practice of personal self-examination, including the development of strengths and the awareness of limitations. Students will explore their own level of ability in each of these critical areas of management and begin to focus on their own enhanced management proficiency.

Attributes: HCAD Program Fee
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 422 Strategic Health Care Leadership Practices (3 crs)
Prerequisite: HCAD 421. HCAD 402 concurrent enrollment. Limited to HCAD majors.
- Limited to HCAD majors in the practicum year. This is an online course and requires access to a computer and the internet while completing the practicum.

Emphasis is on the development and execution of the key strategic leadership practices required of organizational leaders. Students will practice their leadership expertise with selected projects. Additionally, they will learn from their shared experiences with their practicum cohort.

Attributes: LE-I1 Integration, LE-S3 Creativity, HCAD Program Fee
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 491 Special Topics (1-3 crs)
Consent: Instructor Consent Required
A variable content course consisting of advanced topics of special interest to students and faculty that are not covered in other health care administration courses.

Attributes: Undergraduate/Graduate Offering
Repeat: Course may be repeated for a maximum of 6 credits

HCAD 495 Directed Studies (1-3 crs)
Consent: Instructor Consent Required
Permits groups of students to pursue a defined, organized study of a topic under the direction of a department of public health professions staff member.

Repeat: Course may be repeated

HCAD 499 Independent Study (1-3 crs)
Consent: Department Consent Required
Independent study projects under the direction of a faculty member.

Repeat: Course may be repeated

HCAD 501 Foundations of Quality Management Systems in Health Service (3 crs)
Prerequisite: HCAD 101, IDIS 201.
Consent: Instructor Consent Required
- Cross-listed with HCAD 301. Credit may not be earned in both courses. HCAD undergraduate students in their last fall on campus are eligible to enroll. Special course fee for criminal background check required of all HCAD practicum students.

An exploration of the technical, managerial and organizational issues that are important in understanding and implementing quality management systems in health service organizations.

Attributes: Field Trip(s) Required, Special Course Fee Required
Grading Basis: No S/U Grade Option
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 502 Leadership and Management Practices in Health Services (3 crs)
Prerequisite: HCAD 101
Consent: Instructor Consent Required
- Cross-listed with HCAD 302. Credit may not be earned in both courses. HCAD undergraduate students in their last spring on campus or ENPH junior status or above undergraduate and graduate students are eligible to enroll.

An exploration of necessary administrative skills of health services leadership including: strategic planning; quality management; financial management; human resources management; government relations; marketing; and the ability to apply these concepts within a health system.

Attributes: Field Trip(s) Required
Grading Basis: No S/U Grade Option
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0
HCAD 691 Special Topics (1-3 crs)
Consent: Instructor Consent Required
- Cross-listed with HCAD 491.

A variable content course consisting of advanced topics of special interest to students and faculty that are not covered in other health care administration courses.

Repeat: Course may be repeated for a maximum of 6 credits
Grading Basis: No S/U Grade Option