HEALTH CARE ADMINISTRATION (HCAD)

HCAD 101 Introduction to Health Care Administration (1 cr)
Prerequisite: Maximum class juniors. Not available for seniors.
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.

Attributes: Field Trip(s) Required
Lecture/Discussion Hours: 1
Lab/Studio Hours: 0

HCAD 201 Overview of the U.S. Health Care System (3 crs)
A multidisciplinary course addressing issues that affect policy and delivery systems in health care. The course seeks to orient the student to the spectrum of issues and the dynamics of the U.S. health care system.

Attributes: LE-R3 Civic and Environmental Issues
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 222 Multidisciplinary Perspectives on Aging (3 crs)
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.

Attributes: GE V University Wide, LE-R3 Civic and Environmental Issues, Field Trip(s) Required
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 291 Special Topics (1-3 crs)
Consent: Instructor Consent Required
A variable content course consisting of 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
Lecture/Discussion Hours: 1-3
Lab/Studio Hours: 0

HCAD 299 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 301 Foundations of Quality Management in Health Service (3 crs)
Prerequisite: HCAD 101 and HCAD 201. Health Care Administration majors only.
   • *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
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 302 Leadership and Management Practices in Health Services (3 crs)
Prerequisite: HCAD 101. HCAD 301. Limited to health care administration or environmental public health majors.
   • *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
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 375 Health Care Reimbursement and Financial Management (3 crs)
Prerequisite: ACCT 201 OR ACCT 202; ECON 103, 104, HCAD 301, IS 240. Limited to health care administration majors.
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.

Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 400 Administrative Residency I (3 crs)
Prerequisite: HCAD 301 and HCAD 302. HCAD 420 concurrent enrollment. Limited to HCAD majors.
   • *This course has a special course fee for practice certification and assessment exams.*

The student undertakes prescribed activities and rotations with defined experiences and learning goals to develop a basic understanding of operational, regulatory, and environmental stands of resident service departments and functions.

Attributes: Service-Learning, Full 30 Hours, Internship, Special Course Fee Required
Grading Basis: S/U Only Grade Basis
Practicum Hours: 3 credit hours; approximately 40 hours per week in the field

HCAD 401 Administrative Residency II (6 crs)
Prerequisite: HCAD 400. HCAD 403, HCAD 404, HCAD 405 and HCAD 421 concurrent enrollment. Limited to HCAD majors.
• *Limited to HCAD majors in the administrative residency year. This course requires access to a laptop computer which can be brought to class when required. Please see the COB laptop requirement: https://www.uwec.edu/academics/college-business/laptop-requirement/.*

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.

Attributes: Service-Learning, Full 30 Hours, Internship
Grading Basis: S/U Only Grade Basis
Practicum Hours: 6 credit hours; approximately 40 hours per week in the field

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HCAD 402 Administrative Residency III (6 crs)
Prerequisite: HCAD 401 and HCAD 413. Concurrent enrollment HCAD 406, HCAD 407, HCAD 408, HCAD 422. 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, Special Course Fee Required
Grading Basis: A-F Grades Only
Practicum Hours: 6 credit hours; approximately 40 hours per week in the field

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HCAD 403 Resident Service and Supports 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.*

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: HCAD Program Fee, Special Course Fee Required

HCAD 404 Quality Management Applications in Health Care (1 cr)
Prerequisite: HCAD 401 concurrent enrollment. Limited to HCAD majors.
• *Limited to HCAD majors in the administrative residency year. This is an online course and requires access to a computer and the internet while completing the residency.*

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: HCAD Program Fee, Special Course Fee Required

HCAD 405 Human Resources Management in Health Services (1 cr)
Prerequisite: HCAD 401 concurrent enrollment. Limited to HCAD majors.
• *Limited to HCAD majors in the administrative residency year. This is an online course and requires access to a computer and the internet while completing the residency.*

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: HCAD Program Fee, Special Course Fee Required

HCAD 406 Data Driven Health Care Decision Making (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: HCAD Program Fee, Special Course Fee Required

HCAD 407 Financial Management in Health Care (1 cr)
Prerequisite: Co-requisite HCAD 402. 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: HCAD Program Fee, Special Course Fee Required
Lecture/Discussion Hours: 1
Lab/Studio Hours: 0

HCAD 408 Marketing and Public Relations in Health Services (1 cr)
Prerequisite: HCAD 402 concurrent enrollment. Limited to HCAD majors.
• *This is an online course and requires access to a computer and the internet while completing the administrative residency. Please see the COB laptop requirement: https://www.uwec.edu/academics/college-business/laptop-requirement/.*

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: HCAD Program Fee, Special Course Fee Required
Lecture/Discussion Hours: 1
Lab/Studio Hours: 0

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 401. Limited to HCAD majors.
   • *This is an online course and requires access to a computer and the internet while completing the administrative residency. Please see the COB laptop requirement: https://www.uwec.edu/academics/college-business/laptop-requirement/.*

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, Special Course Fee Required
Lecture/Discussion Hours: 1
Lab/Studio Hours: 0

HCAD 420 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 administrative residency year. This is an online course and requires access to a computer and the internet while completing the residency.*

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, Special Course Fee Required
Lecture/Discussion Hours: 3
Lab/Studio Hours: 0

HCAD 421 Leadership and Prof Development in Health Services (3 crs)
Prerequisite: HCAD 420. HCAD 401 concurrent enrollment. Limited to HCAD majors.
   • *Limited to HCAD majors in the administrative residency year. This is an online course and requires access to a computer and the internet while completing the residency.*

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 Organizational Leadership Practices in Health Care (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, Special Course Fee Required
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.

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