



# Health Care Administration

*Online Bachelor's Degree  
Completion Program*

Charter Oak™

State College

**Degrees Without Boundaries**

# Health Care Administration

## *The online bachelor's degree program for professionals working in the Health Care industry*

If you are currently employed in the health care field and aspire to move into a management position, or if you are a manager wishing to expand your leadership skills, you should consider Charter Oak State College's online bachelor's degree program with a concentration in Health Care Administration.

### **The Program**

Developed jointly by health care professionals and Charter Oak State College, the 8-week online course format offers opportunity for in-depth learning that will provide professionals working in the health care industry the knowledge required to create, implement and efficiently administer programs and services delivered by health care organizations. The bachelor's degree program is designed to instill a comprehensive understanding of the legal, ethical, economic, and customer service aspects of the health care industry.

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*"The Health Care course material is professionally relevant. It's amazing what you can learn, even after being in the field for 20 years! I wouldn't have been able to take the courses without the flexibility provided as a result of their being online."*

Carlo Esidore  
Project/Team Lead

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### Among subject areas addressed in the concentration:

- Health Care delivery systems and services
- Factors that impact behavior in the health care field
- Research methods
- Human resource management policies and procedures
- Diversity in the workplace
- Legal and ethical issues
- Regulatory and accrediting agencies and their requirements
- Patient rights
- Measurement and monitoring of health care quality
- Economic factors influencing health care decisions
- Health care risk management
- Process improvement concepts
- Computer applications used in health care
- Teamwork and leadership skills
- Ethical responsibility

### **Degree Credits Requirements**

All Charter Oak students pursuing a Bachelor of Science degree must

- complete 120 credits
- include in the 120 credits, 36 concentration credits (Health Care Administration or other)
- satisfy General Education requirements, and
- earn at least 60 credits in Liberal Arts.

Sources of credit may include distance learning courses offered by Charter Oak, classroom-based and distance learning courses completed at other regionally accredited colleges and universities, and standardized tests such as CLEP and DANTES.



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## The Concentration

- HCA101 Introduction to Health Care Systems and Administration
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- HCA201 Health Care Quality Concepts and Principles
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- ACC101 Financial Accounting
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- FIN211/ HCA211 Health Care Finance
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- ECO311/ HCA311 Economics of Health and Health Care
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- PHIL301/ HCA 301 Contemporary Ethical Issues in Health Care
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- HCA401 Regulatory and Accrediting Agencies and Requirements For Health Care Organizations
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- MGT461 Human Resource Management
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- HCA 499 Strategic Management in Health Care Administration

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One of the following:

- HCA450 Leadership In Health Care Administration
- MGT450 Leadership Practices
- MGT451 Team Leadership

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**Electives:** Students must earn at least 6 additional credits at the appropriate levels in Business, Management, MIS, Informatics, Health Care, or an approved related field

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HCA options include:

- HCA111 The Claims Environment
- HCA399 Health Care Administration Practicum
- HCA411 Health Care Law
- HCA321 Continuous Quality Improvement in Health Care

## About Charter Oak State College

Accredited by the New England Association of Schools and Colleges, Charter Oak was established in 1973 to assist adult learners in achieving their educational goals through flexible degree programs. The ability to provide such flexibility has earned Charter Oak widespread recognition as the college that offers “Degrees Without Boundaries.”

Charter Oak programs are designed to help students pursue their learning objectives while continuing to meet existing career, family and financial obligations. The College has long been recognized for its expertise in the assessment and validation of student learning occurring outside the college classroom. Since academic residency is not a Charter Oak requirement, matriculating students are able to fulfill their degree requirements more quickly and less expensively than traditionally structured college baccalaureate programs allow.



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**Questions about the Health Care Administration concentration may be e-mailed to [info@charteroak.edu](mailto:info@charteroak.edu) or directed to 860-832-3855.**

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