



ALAMO
COLLEGES
DISTRICT

Palo Alto College

HEALTHCARE ADMINISTRATION



WHAT IS HEALTHCARE ADMINISTRATION?

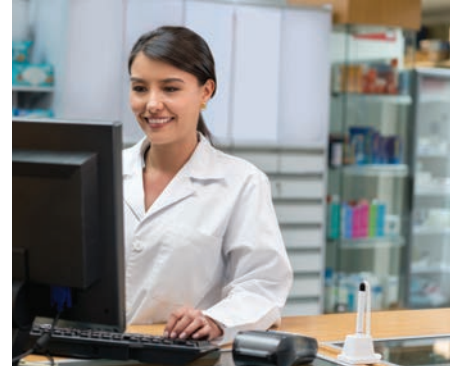
The Healthcare Administration (HCA) Program provides students with the knowledge and skills necessary to acquire entry-level employment as a healthcare manager. By participating in carefully designed classroom and practicum experiences, students acquire competence in the leadership and managerial strategies needed to plan, direct and coordinate medical and health services. The responsibilities of a healthcare administrator may include: improving the quality and efficiency of healthcare services; managing the finances of a facility such as patient fees and billing; preparing and monitoring budgets; serving as a human resources manager; and ensuring that the facility is compliant with all relevant laws and regulations. According to the Bureau of Labor Statistics, healthcare administration is one of the fastest growing career fields with employment projected to grow 20% from 2016 to 2026.

CAREER AREAS AND EMPLOYMENT POSITIONS

Employment in the healthcare industry in the Bexar County region is expected to increase 28% by 2024. The average entry-level hourly wage for healthcare administrators is \$30.72. Employment opportunities include:

- Health Services Manager
- Health Care Unit Coordinator
- Unit Clerk
- Medical Office Clerk
- Medical Scheduler
- Intake Coordinator
- Patient Care Coordinator
- Program Coordinator

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PROGRAM HIGHLIGHTS

Students learn the problem solving skills, leadership strategies, and communication techniques vital for successful healthcare managers. The program capstone is an 80-hour practicum where students experience firsthand the varied professional roles of a healthcare administrator. Curriculum is designed to fit the schedules of working adults. Program courses are 8-week classes that are either totally online or hybrid (a combination of face-to-face and online instruction). Face-to-face classes meet in the evening. Admission to the program requires:

- College-level in reading, writing, and math.
- Completed prerequisites with a grade of C or higher.
- Overall college GPA of 2.5 out of 4.0.

DEGREE OFFERED

- Healthcare Administrator, Associate of Applied Science

DEGREE PLAN

Prerequisites (10 hours)*

HITT 1305 Medical Terminology
BIOL 2404 Human Anatomy and Physiology
ITSC 1309 Integrated Software Applications

Semester I (12 hours)**

HITT 1302 The Culture of Health Care
HPRS 2331 General Health Professions Management
HITT 1301 Health Data Content and Structure***

HITT 2328 Introduction to Public Health

Semester II (12 hours)**

HITT 1345 Health Care Delivery Systems
HRPO 2301 Human Resources Management
HPRS 2321 Medical Law and Ethics for Health Professionals***
BMGT 1301 Supervision

Semester III (6 hours)**

Select 1 course from Language, Philosophy, & Culture (40) Core or Creative Arts (50) Core
ENGL 1301 Composition I

Semester IV (12 hours)**

POFM 1327 Medical Insurance
ACCT 2301 Principles of Financial Accounting
HPRS 2332 Health Care Communications
BMGT 2331 Principles of Quality Management

Semester V (8 hours)**

HITT 2326 Project Management for Health Professions
HUWC 1266 Practicum (or Field Experience) – Health Unit Coordinator/Ward Clerk
Select 1 course from Social and Behavioral Sciences (80) Core

* Students must earn a "C" or better in all prerequisites to be admitted to the program.

** Students must earn a "C" or better in all courses to remain in good standing in the program.

***Milestone course: a milestone course is a course that is critical for success in this program.



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