

# HEALTHCARE ADMINISTRATION, MINOR

## Program Description

Undergraduate students majoring in other disciplines can earn a Minor in Healthcare Administration. The minor provides foundational learning that augment the knowledge, skills and values necessary for successful careers in healthcare and related disciplines. The minor program assists students to manage, lead and improve the changing health care needs in South Texas, and to emphasize culturally appropriate patient-centered service delivery systems.

## Program Requirements

Code	Title	Hours
<b>Required Courses</b>		
HCAD 3300	The Health Care System	3
HCAD 3350	Information Systems and Technology in Health Care	3
HCAD 4310	Health Law, Policy and Ethics	3
HCAD 4340	Quality Management and Evaluation in Health Care	3
Select 6 hours of HCAD electives		6
<b>Total Hours</b>		<b>18</b>

## Courses

### HCAD 3300 The Health Care System

#### 3 Semester Credit Hours (3 Lecture Hours)

Addresses how the U.S. Health Services System is organized, how health services are delivered, and the mechanisms by which health services are financed in the United States. Provides an undergraduate level overview of the U.S. health services system and its key components, including health system resources, health system foundations, health system resources, health system processes, and health system outcomes. Should be taken during first semester of Health Sciences courses.

### HCAD 3310 Epidemiology

#### 3 Semester Credit Hours (3 Lecture Hours)

Applies epidemiologic methods and procedures to the study of the distribution and determinants of health and diseases, morbidity, injuries, disability, and mortality in populations. Epidemiologic methods for the control of conditions such as infectious and chronic health hazards, and unintentional injuries are discussed. Other topics include quantitative aspects of epidemiology, for example, data sources, measures of morbidity and mortality, evaluation of association and causality, and study design.

**Prerequisite:** HCAD 3300\* or HLSC 3300\*.

\* May be taken concurrently.

### HCAD 3320 Health Care Marketing

#### 3 Semester Credit Hours (3 Lecture Hours)

Provides an introductory study of the essentials of marketing within the dynamically evolving health care system. The marketing framework is provided as a basis for decisions related to marketing mix variables. Content includes buyer behavior, marketing research, market segmentation, and marketing strategy.

**Prerequisite:** HCAD 3300\*.

\* May be taken concurrently.

### HCAD 3330 Financial Management in Health Care

#### 3 Semester Credit Hours (3 Lecture Hours)

Provides an introduction to health care financial management including selected topics from financial accounting, management accounting, finance, internal audit and personal finance. Health care payment and classification systems are studied and practical applications are emphasized.

**Prerequisite:** HCAD 3300\*.

\* May be taken concurrently.

### HCAD 3340 Health Program Planning and Evaluation

#### 3 Semester Credit Hours (3 Lecture Hours)

Introduces the skills and techniques required to research and develop culturally competent health programs. Students create new data and utilize existing data to assess community needs, implement community health programs, and evaluate program effectiveness, exploring the concepts, processes and techniques used in health program planning, implementation, and evaluation. The course emphasizes the importance of teams and partnerships in successful community health programs. This is an intensive writing course.

**Prerequisite:** (MATH 1442 or 1342) or (MATH 2342) and (HCAD 3300\*).

\* May be taken concurrently.

### HCAD 3350 Information Systems and Technology in Health Care

#### 3 Semester Credit Hours (3 Lecture Hours)

Provides an overview of the role technology plays in management of health care information. Emphasis is placed on system analysis, techniques, and skills used in information management. Covers determining what information is needed by whom; designing information flows, procurement of computer/telecommunication resources, assuring information security, and continuing management of information systems supporting healthcare delivery. Satisfies university computer literacy requirement.

**Prerequisite:** HCAD 3300\*.

\* May be taken concurrently.

### HCAD 3360 Health Education and Promotion

#### 3 Semester Credit Hours (3 Lecture Hours)

Provides an introduction to the discipline and profession of health education and promotion. It examines the concepts of health and wellness, national and global health status, theories of behavior change, and the implementation and assessment of health promotion interventions. It provides an introduction to medical terminology for health educators. This is a writing intense course.

**Prerequisite:** HCAD 3300\*.

\* May be taken concurrently.

### HCAD 3370 Complementary and Alternative Medicine

#### 3 Semester Credit Hours (3 Lecture Hours)

Provides an introduction to complementary and alternative medicine with an emphasis on related economic, political, legal, and social issues. The course identifies the processes, interventions, and funding agencies available for providing alternative care; reviews the various professions within alternative and complementary medicine; and addresses the holistic approach to health and well-being.

### HCAD 4100 Assessment of Accumulated Knowledge

#### 1 Semester Credit Hour (1 Lecture Hour)

Provides an assessment of student knowledge garnered from Health Science program course work. Allows creation of a business resume and mock interview experience. Prepares students for the capstone Practicum course.

**HCAD 4300 Management and Organizational Behavior in Health Care**  
**3 Semester Credit Hours (3 Lecture Hours)**

Introduces students to principles of management and organization behavior in healthcare. Topics include management, planning, organizing, staffing, leading, controlling, decision making, communicating, and professionalism, as well as the connective processes of decision making, coordinating, and communicating in healthcare organizations. This is an intensive writing course.

**HCAD 4310 Health Law, Policy and Ethics**  
**3 Semester Credit Hours (3 Lecture Hours)**

Introduces law and the legal system with special emphasis on health-related topics and policies, and key health law issues. Includes the study of the legal and regulatory environment of health care and the administration of health services with a review of the laws pertaining to healthcare institutions, physicians, and other healthcare workers who contribute to patient care. Tort and contract law are emphasized. The course addresses policy issues and ethics through topics like patient rights, reproduction, and end of life decisions.

**HCAD 4320 Project Management in Health Care**  
**3 Semester Credit Hours (3 Lecture Hours)**

Introduces the fundamental project management concepts required to design, develop and deploy project plans successfully within the healthcare industry. The management of resources, schedules, risks, and scope of a project are examined for successful project implementation. Students are exposed to the role of healthcare project managers and the project management process as they provide structure and oversight to the constantly growing and changing healthcare industry.

**HCAD 4330 Human Resource Management in Health Care**  
**3 Semester Credit Hours (3 Lecture Hours)**

Presents the foundational concepts of healthcare human resource management. Students are introduced to fundamental human resource management techniques needed within health organizations including leadership, workforce planning, recruitment, employee selection, compensation, employee development, workload management, human resource law, and ethics. Future healthcare management and leadership professionals must understand these concepts to comply with human resource department policies and support the strategic plan.

**HCAD 4340 Quality Management and Evaluation in Health Care**  
**3 Semester Credit Hours (3 Lecture Hours)**

Introduces the principles of quality assessment and outcome management in healthcare organizations. This course is an introduction of integrated delivery systems and their operations. It includes an examination of patient care management and the patient experience. A framework for understanding healthcare quality efforts is also an integral part of the course.

**HCAD 4350 Global Health/Health Disparities**  
**3 Semester Credit Hours (3 Lecture Hours)**

Provides students with an historical perspective on global health issues and leads to an understanding of current and future concerns. Emphasis is on the global burden of disease and determinants of health as well as health disparities. Provides students with an introduction to the study of health disparities in the United States, examining how health disparities are defined and measured and exploring issues such as how the structure of American society affects who gets sick and who gets care. Case studies expose students to a variety of real-life scenarios and explore a range of issues. This is an intensive writing course.

**HCAD 4390 Selected Topics: Long-term Care Administration**  
**3 Semester Credit Hours (3 Lecture Hours)**

The course researches the operation and administration of long-term care facilities. Students will investigate the differences between acute and long-term care, the different types of long-term care facilities, and special concerns of long-term care residents.

**HCAD 4680 Practicum**  
**6 Semester Credit Hours (1 Lecture Hour, 15 Lab Hours)**

The Health Science Practicum is an institution-based project course requiring the student to complete on-site practicum hours. It provides a structured and guided learning environment to help students make the most of their practicum experience. Course components facilitate students' professional development, focusing on the transition from the role of a student to the role of a healthcare professional. Cross listed with HLSC 4680.

**Prerequisite:** HCAD 4100, 3300, 3310, 3320, 3330, 3340, 3350, 3360, 3370 and 4100.