

# School of Business Administration

## Associate in Science in Healthcare Management (ASHM)

The Associate in Science Degree in Healthcare Management prepares students for entry-level management positions within the healthcare industry. Students apply management, marketing, and accounting principles relative to the healthcare environment.

Upon completion of this degree, graduates will be prepared to enter employment as office management positions. The program facilitates currently employed healthcare clinicians seeking management position in the healthcare industry or desiring to enhance their management skills. Students completing this program will also be prepared to continue the pursuit in the bachelor's degree in Business Administration with Healthcare Scheme option.

### Program Objectives

Upon completion of the program, the student should be able to:

1. Communicate effectively and professionally in business management situations through physical or virtual presence, writing, speaking listening and electronic media
2. Use quantitative and qualitative tools and methodologies to support business management and organizational decision making
3. Describe economic, environmental, political, ethical, legal and regulatory contexts of organizational management policies
4. Evaluate potential for business success and consider implantation issues including financial, legal, operational, and administrative procedures
5. Identify business management problems and opportunities and formulate an action plan
6. Manage by using team building skills and facilitate collaborative behaviors in the accomplishment of group goals
7. Work effectively respectfully, ethically and professionally with people of diverse ethnic, cultural, gender and other backgrounds, as well as with people with different organizational roles, social affiliations, and personalities
8. Analyze the information content of organizational processes and use information technology
9. Utilize research methods to collect and analyze information regarding management concepts

### Admission Requirements:

Students desiring admission to the Associate in Science in Healthcare Management career program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 21 semester units or the equivalent covering various academic disciplines which must include 6 units of English writing and communication, 3 units of mathematics, 6 units of natural science, 3 units of social science, and 3 units of Humanities courses including one course in History. General Education courses students are concurrently enrolled in must be completed prior to the completion of the ASHM program. The minimum G.P.A. attained must be of 2.0 or better. GE courses are offered at community/city colleges.

### International Student Admission Requirements:

Unless a graduate from a US high school or foreign equivalent where English was the language of instruction evidenced by an official transcript, or a student having taken at least 2 years of education in a college program where English was the language of instruction evidenced by an official transcript, an applicant whose native language is not English must satisfy English proficiency requirement for admission to the ASHM program by scoring a TOEFL test with at least 450 PBT, 133 CBT or 45 iBT; a TOEIC of at least 480 or a IELTS of 4.



### Graduation Requirements:

To receive the Associate in Science in Healthcare Management career degree, students must meet the following academic requirements:

- completed 21 units in General Education Courses
- completed 27 units in Business Foundation and Core courses
- completed 12 units in Healthcare Management Scheme courses
- maintained a minimum G.P.A. of 2.0 or better

### ASHM Curriculum

The ASHM curriculum includes 21 units in General Education Courses, 27 units in Business Foundation and Core Courses and 12 units in Healthcare Management Scheme courses as listed below.

#### Business Foundation and Core Courses Required: 27 Semester Units

Foundation Courses: 12 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Units</u>
BU 2000	Introduction to Business Management	3
EC 2420	Principles of Macroeconomics	3
BU 2400	Business Statistics	3
AT 2110	Accounting Principles I	3
<b>TOTAL</b>		<b>12</b>

Required Core Courses: 15 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Units</u>
BU 2010	Computer Information Systems	3
BU 3000	Management Theory and Practice	3
BU 3010	Business Communication	3
BU 3020	Human Resource Management	3
MK 3200	Principles of Marketing	3
<b>TOTAL</b>		<b>15</b>

#### Healthcare Management Courses Required: 12 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Units</u>
HC 2051	Healthcare Law and Ethics	3
HC 2000	Introduction to Healthcare Management	3
HC 2001	Survey of Healthcare Industry	3
HC 2100	Introduction to Medical Insurance	3
<b>TOTAL</b>		<b>12</b>

