

HEALTH CARE ADMINISTRATION, BS

Like all businesses, health care organizations require strong leadership to run smoothly. As an experienced health care administrator, your career could span the operation of a single department to executive leadership and management positions in which you're responsible for millions of dollars of facilities and equipment as well as hundreds of employees.

Our undergraduate Health Care Administration (HCA) program will help you master the basic business principles and tools that you will need for effective decision-making when you enter this field: finance, strategy, information systems, human resource management and marketing. You will also develop valuable skills and competencies that will be essential to your success: data analytics, communication skills, management and finance skills, leadership and systems thinking skills. Courses needed to apply for a General Business Minor are included in our core curriculum for the HCA Major.

With our program major you also earn an undergraduate microcredential in Senior Living and Services Leadership (<https://catalog.uwm.edu/health-professions-sciences/biomedical-sciences-health-care-administration/health-care-administration/senior-living-services-leadership-undergraduate-microcredential/>). This includes a specialized course approved in partial fulfillment of pre-credential education eligibility for the State of Wisconsin Nursing Home Licensing and National Association of Long-Term Care Administrator Boards examinations (<https://dsps.wi.gov/Pages/Professions/NursingHomeAdministrator/PreCredentialEducation.aspx>).

Our HCA program has a proud history of national recognition by the American College of Healthcare Executives (ACHE), earning the prestigious Higher Education Network Award for 4 consecutive years in the undergraduate category as the program with the highest level of student engagement.

Requirements

Code	Title	Credits
	General Education Requirements	30
	Major Requirements	90
	Total Credits	120

Preparatory Coursework

Based on individual placement results, some students may be required to complete preparatory coursework before enrolling in the courses listed here. This may include English language or composition preparation, developmental math, introductory chemistry, and/or student support courses for students participating in the First Year Bridge program.

General Education Requirements (GER)

UW-Milwaukee has General Education Requirements (<https://catalog.uwm.edu/policies/undergraduate-policies/#generaleducationtext>) that must be met in order to earn a bachelor's or associate degree. They include at minimum 30 credits (10 courses) in six categories that are designed to assure basic student competencies and provide a broad body of knowledge as a context for specialization.

Some degree requirements may fulfill GERs. Please review the requirements and consult with your academic advisor.

Code	Title	Credits
General Education Categories and Credits		
	Civics and Perspectives (CP)	6
	Communication and Literacy (CL)	6
	Humanities and Arts (HA)	6
	Mathematics and Quantitative Reasoning (MQR)	3
	Natural Science and Wellness (NSW/NSWL)	6
	Social and Behavioral Science (SBS)	3
	Total Credits	30

Admission to the Major

The Health Care Administration program will consider applications to the major at the end of each semester, as long as the student's cumulative UWM GPA is 2.5 or above, the student has completed the admission prerequisite courses, and the student has met the grade requirements for required courses. Students are encouraged to apply to the major as soon as they meet these requirements and have achieved sophomore status.

Application forms for admission to the major in HCA can be accessed online or can be requested from the College of Health Professions and Sciences (CHPS) Office of Student Affairs. Completed application forms and copies of transcripts of previous college work can be submitted to the CHPS Office of Student Affairs. The following courses are prerequisites for admission to the major:

Code	Title	Credits
	Completion of the UWM Communication and Literacy GER	
	Completion of the UWM Mathematics and Quantitative Reasoning GER	
COMMUN 103	Public Speaking	
ECON 103 or ECON 104	Principles of Microeconomics Principles of Macroeconomics	
HCA 102	Healthcare Delivery in the United States	
HCA 220	Leading Healthcare Professionals	

Students are required to earn a grade of C or higher in all required admission prerequisite courses and HCA courses included in the HCA major.

No student applying to the program with a cumulative UWM GPA lower than 2.5 will be admitted. A student whose cumulative UWM GPA falls below 2.5 will be placed on probationary status and will not be able to graduate with the degree in Health Care Administration until their cumulative UWM GPA is 2.5 or higher. Students remaining on probation for more than two consecutive semesters will be dismissed from the major.

Graduation Requirements

The following requirements must be met to graduate:

1. Completion of the required credits;
2. A cumulative UWM GPA of 2.5;
3. A grade of C or better in all required HCA courses; and
4. Completion of all University General Education Requirements (<https://catalog.uwm.edu/policies/undergraduate-policies/#bachelorsdegreegeneraleducation>).

Course of Study

The Health Care Administration program offers a four-year curriculum leading to a Bachelor of Science (BS) degree in Health Care Administration. The curriculum includes all necessary requirements for a general business minor, and an undergraduate microcredential in senior living and services leadership. Students begin by taking first-year and sophomore-level foundation courses in health sciences as well as the liberal arts. This coursework provides a solid basis for the advanced study of health administration that follows. Successful completion of a faculty-supervised, semester-long internship (minimum of 120 hours) at an approved health agency or related industry is required in the senior year.

HCA 333 (<https://catalog.uwm.edu/search/?P=HCA%20333>) Health Organizations Professional Practice Standards is one of three courses included in the microcredential, along with HCA 102 Healthcare Delivery in the United States and HCA 361 (<https://catalog.uwm.edu/search/?P=HCA%20361>) Post-Acute Care and Management. HCA 333 (<https://catalog.uwm.edu/search/?P=HCA%20333>) may also be taken independently of the microcredential, as a specialized course option in partial fulfillment of eligibility requirements to sit for the State of Wisconsin Nursing Home Licensing and National Association of Long-Term Care Administrator Boards examinations (<https://dsps.wi.gov/Pages/Professions/NursingHomeAdministrator/PreCredentialEducation.aspx>).

HCA 333 (<https://catalog.uwm.edu/search/?P=HCA%20333>) is approved for all three specialized course categories specific to the State of Wisconsin Nursing Home Administrator licensing application pre-certification education requirements (<https://dsps.wi.gov/Documents/CurrentNHAApprovedCoursesList.pdf>), including Administration of a Nursing Home, Organization of Health-Care Systems, and Long-Term Patient Care. Non-degree students interested in the NHA specialized course of study for licensing examination eligibility in Wisconsin should apply for admission to UWM as a special student, then enroll in HCA 333 through PAWS.

Requirements for Internship

The faculty-supervised internship (minimum of 120 hours) is an integral component of the Health Care Administration major. Students, under the direction of a preceptor, are given opportunities for management-related experience in local, national, and international healthcare organizations and related industries. Students must be admitted to the major and complete the internship application form by October 1 to be considered for the spring semester and March 1 for the fall semester. Summer internships will be considered for approval on a case-by-case basis, and the application deadline is March 1. Prior to internship, students must complete a background check and must meet physical and health screening requirements.

Major Requirements

Code	Title	Credits
Departmental Requirements		
HCA 102	Healthcare Delivery in the United States	3
HCA 220	Leading Healthcare Professionals	3
HCA 224	Computational Tools for Healthcare Professionals	3
HCA 249	Writing for Professional Development in Health Administration (GER CL) ¹	3

HCA 300	Professional Development Seminar for Health Administration Students	2
HCA 307	Epidemiology for the Health Sciences	3
HCA 311	Law and Ethics for Healthcare Professionals	3
HCA 333	Health Organizations Professional Practice Standards	3
HCA 361	Post-Acute Care and Management	3
HCA 400	Healthcare Marketing	3
HCA 421	Operations Management in Healthcare Organizations	3
HCA 422	Human Resource Management in Healthcare Organizations	3
HCA 450	Healthcare Quality Management	3
HCA 460	Healthcare Reimbursement Systems and Policies	3
HCA 502	Healthcare Delivery Systems: National and International Perspectives	3
HCA 521	Advanced Systems Thinking and Strategy for Healthcare Leaders	3
HCA 580	Health Care Administration Internship	3
Extra-Departmental Requirements		
BUS ADM 201	Introduction to Financial Accounting	4
BUS ADM 330	Organizations	3
BUS ADM 350	Principles of Finance	3
BUS ADM 360	Principles of Marketing	3
BUS ADM 370	Introduction to Supply Chain Management	3
CHPS 105	Survey of the Health Professions (GER NSW) ¹	3
CHPS 222	Language of Medicine	3
CHPS 245	Cultural Diversity in Health Care (GER CP) ¹	3
COMMUN 103	Public Speaking (GER CL) ¹	3
ECON 103	Principles of Microeconomics (GER SBS) ¹	3
ECON 104	Principles of Macroeconomics (GER SBS) ¹	3
HI 537	Health Information Technology and Management	3
KIN 270	Statistics in the Health Professions: Theory and Practice (GER MQR) ¹	3
Total Credits		90

¹ General Education Requirements (GERs): This course satisfies a UWM GER requirement. Students who have not completed the appropriate GER requirement prior to taking the course in the major will have an open elective available in order to reach 120 total credits. Students that meet the GER requirement through a different course must still take this course for the major, and will not gain an elective.

Sample Plan of Study for the Health Care Administration Major

Year 1		
Semester 1		
CHPS 105	Survey of the Health Professions (or CHPS 100 (Pass) if already taken for 1 credit)	3
CHPS 222	Language of Medicine	3
UWM Communication and Literacy GER Course		3
Completion of the UWM Mathematics and Quantitative Literacy GER Course		3
GER Course		3
Credits		15
Semester 2		
COMMUN 103	Public Speaking	3
HCA 102	Healthcare Delivery in the United States	3
HCA 224	Computational Tools for Healthcare Professionals	3
GER Course		3
GER Course		3
Credits		15
Year 2		
Semester 1		
ECON 103 or ECON 104	Principles of Microeconomics or Principles of Macroeconomics	3
HCA 220	Leading Healthcare Professionals	3
HCA 249	Writing for Professional Development in Health Administration	3
KIN 270	Statistics in the Health Professions: Theory and Practice	3
GER Course		3
Credits		15
Semester 2		
ECON 104	Principles of Macroeconomics	3
CHPS 245	Cultural Diversity in Health Care	3
HCA 307	Epidemiology for the Health Sciences	3
GER Course or Open Elective		3
GER Course or Open Elective		3
Credits		15
Year 3		
Semester 1		
BUS ADM 201	Introduction to Financial Accounting	4
HCA 300	Professional Development Seminar for Health Administration Students	2
HCA 361	Post-Acute Care and Management	3
HCA 450	Healthcare Quality Management	3
HI 537	Health Information Technology and Management	3
Credits		15
Semester 2		
BUS ADM 330	Organizations	3
BUS ADM 350	Principles of Finance	3
HCA 311	Law and Ethics for Healthcare Professionals	3
HCA 333	Health Organizations Professional Practice Standards	3
GER Course or Open Elective		3
Credits		15
Year 4		
Semester 1		
BUS ADM 360	Principles of Marketing	3
BUS ADM 370	Introduction to Supply Chain Management	3
HCA 421	Operations Management in Healthcare Organizations	3
HCA 422	Human Resource Management in Healthcare Organizations	3
HCA 521	Advanced Systems Thinking and Strategy for Healthcare Leaders	3
Credits		15

Semester 2		
HCA 400	Healthcare Marketing	3
HCA 460	Healthcare Reimbursement Systems and Policies	3
HCA 502	Healthcare Delivery Systems: National and International Perspectives	3
HCA 580	Health Care Administration Internship	3
GER Course or Open Elective		3
Credits		15
Total Credits		120

Health Care Administration BS Program Competencies

Data Analytics Skills

Data Analytics Skills focus on identifying, collecting, and understanding data; and using evidence for decision making.

Communication Skills

Communication Skills focus on employing effective oral and written communication strategies to convey information; soliciting and using stakeholder input; identifying opportunities to communicate data and information; facilitating communications; and building trust with stakeholders.

Management and Finance Skills

Management and Finance Skills focus on securing, managing, and engaging human and financial resources; supporting professional development and contingency planning to achieve program and organizational goals; developing and defending budgets; motivating personnel; evaluating and improving program and organization performance; and establishing and using performance management systems to improve organization performance.

Leadership and Systems Thinking Skills

Leadership and Systems Thinking Skills focus on understanding and engaging with cross-sector partners and inter-related systems; creating opportunities for collaboration among healthcare and other organizations to improve health; building confidence and trust with staff, partners, and the public; identifying emerging needs; and developing a shared vision to engage with stakeholders.

Honors in the Major

Honors in the major are granted to students who earn a GPA of 3.500 or above on a minimum of 30 completed credits at UWM.

College of Health Professions and Sciences Dean's Honor List

GPA of 3.500 or above, earned on a full-time student's GPA on 12 or more graded credits in a given semester.

Honors College Degree and Honors College Degree with Distinction

Granted to graduating seniors who complete Honors College requirements, as listed in the Honors College (<https://catalog.uwm.edu/honors-college/>) section of this site.

Commencement Honors

Students with a cumulative GPA of 3.500 or above, based on a minimum of 40 graded UWM credits earned prior to the final semester, will receive all-university commencement honors and be awarded the traditional gold cord at the December or May Honors Convocation. Please note that for honors calculation, the GPA is **not** rounded and is truncated at the third decimal (e.g., 3.499).

Final Honors

Earned on a minimum of 60 graded UWM credits: Cum Laude - 3.500 or above; Magna Cum Laude - 3.650 or above; Summa Cum Laude - 3.800 or above.