



# Bachelor of Science in Health Care Administration

## School of Health Sciences

### Put Your Talent to Work Administering Health Care.

Kaplan University's Bachelor of Science in Health Care Administration program is designed to help graduates pursue a variety of careers in the field of health care management and administration.<sup>1</sup> Students have the opportunity to develop administrative, ethical, and professional skills that are relevant to entry- and mid-level positions in the field.

Our goal is to create a dynamic environment for online learning, allowing you to access our user-friendly classes virtually anywhere you have an Internet connection.

#### WHAT'S INSIDE:

- [› Career Outcomes](#)
- [› Curriculum Highlights](#)
- [› Kaplan University Overview](#)

To enroll, call your Admissions Advisor today.  
For more information, visit [www.kaplanuniversity.edu](http://www.kaplanuniversity.edu).



# Is Now the Right Time to Join the Health Care Field?

It could be. As the baby-boom population ages and people remain active later in life, the demand for medical services and professionals who manage medical information and health care operations is expected to grow.<sup>2</sup> A bachelor's degree in health care administration could help you develop the skills to pursue an entry-level health care management position.<sup>1</sup>

According to the Bureau of Labor Statistics, national long-term job growth for medical and health services managers, which includes assistant administrators, is expected to be 17% between 2014 and 2024, which is much faster than the average for all occupations.<sup>2</sup>

Pursue a Bachelor of Science in Health Care Administration from Kaplan University and prepare to make the most of your talent and these industry trends.



## A Bachelor's Degree Could Lead to a Rewarding Career.

Are you interested in pursuing a career in health administration within local, state, and federal government, or in private industry? The **Bachelor of Science in Health Care Administration** program is designed to emphasize foundational knowledge and skills as well as overall concepts, values, research methods, and applications relevant to the field.

Career outcomes for graduates of this program could include, but are not limited to, health services administrator, assistant health care manager, clinical manager, health care representative, operations manager, and health care marketing manager.

### Possible Career Opportunities and Day-to-Day Activities:<sup>1</sup>

- › Assistant Health Care Administrator—Oversee certain areas or activities of the health care operation. Aid top administrators and handle daily decisions. Help formulate business strategies and coordinate day-to-day business in a health care facility.
- › Assistant Clinical Manager—Help establish and implement policies, objectives, and procedures for a department. Aid the top manager in evaluating personnel and work quality. Develop reports and budgets. Coordinate activities with other managers.
- › Medical Records Administrator—Help establish and implement policies, objectives, and procedures for a department. Handle budget and staffing matters.

# Customize Your Degree to Prepare for the Career You Want.

Students enrolled in Kaplan University's **Bachelor of Science in Health Care Administration** program have the opportunity to develop knowledge in core health care administration topics from a comprehensive curriculum taught by working practitioners. You can choose to further customize your degree by focusing electives on a particular area of study, such as nutrition or health science.

You can also choose to complete an **accelerated master's degree option**, which allows you to work toward your bachelor's degree while simultaneously completing up to five core courses in a School of Health Sciences master's degree program. Choose from master's degrees in health care administration, health informatics, health information management, public health, and health education. If you successfully complete these courses with a minimum course grade, and have applied and been accepted to the applicable Kaplan University master's degree program, you will enter a shortened version of the master's degree program.

## The Bachelor of Science in Health Care Administration program curriculum emphasizes:

- › Demonstration of sound foundational knowledge and understanding of principles and practice in health care regarding administration, management, law, economics, and policy
- › Demonstration of competency in industry-specific knowledge and skills related to research methods, critical thinking, and problem solving in health care settings
- › Application of the principles of management needed to work in teams, build cross-functional teams, and facilitate collaborative decision-making
- › Application of best practices in decision making within the functional areas of health care management
- › Understanding of the forces impacting health delivery systems and the effective and efficient management of health care



## Program Detail

### Bachelor of Science in Health Care Administration

› **Credit Hours:** 180

### Accelerated Master's Degree Option

› **Credit Hours:** 180 for the Bachelor of Science in Health Care Administration; if 5 courses completed as part of the undergraduate program, minimum of 28-36 depending on graduate program selected

## Here Is What One Faculty Member Had to Say

**Stephen Lemire**

› School of Health Sciences Full-Time Adjunct Faculty

“The value of the Bachelor of Science in Health Care Administration program is that it offers students an outcome-based curriculum that provides them with identifiable and marketable skills upon graduation. This approach helps not only students looking for entry-level administrative positions, but also experienced workers seeking career advancement. The health care administration program also recognizes the competing demands for students' time and energy: family, work, and, in many cases, a military commitment. Students are provided with resources to be successful.”

Views and opinions stated herein are the individual's and not necessarily those of Kaplan University. This testimonial was solicited by Kaplan University

# Kaplan University—A Different School of Thought®

## We Stand Behind Our Academic Quality. Try Our Classes Before You Owe Any Tuition.

Kaplan University wants you to make an educated decision about your education. As a new student, the Kaplan Commitment<sup>SM</sup> gives you a chance to experience real classes before deciding if you will stay and pursue your studies. If you withdraw during the introductory period, you will have no financial obligation beyond the application fee.<sup>3</sup>

### Why Kaplan University?

Our programs are designed to offer you the freedom to grow and pursue your goals. We offer:

- › Online classes that allow you to study virtually anytime, anywhere you have an Internet connection.
- › Personal advisors to help you select the courses to meet your goals.
- › Scholarships for eligible Kaplan University students.
- › A portfolio development course that could help translate your work and life experiences into college credit.<sup>4</sup>

### Other Programs

In addition to this program, Kaplan University also offers:

- › Bachelor of Science in Health Science
- › Bachelor of Science in Health and Wellness
- › Bachelor of Science in Nutrition Science
- › Bachelor of Science in Health Information Management

#### Note From Dean

“Education is about opportunity, and a health sciences education offers you the opportunity to gain exposure to a rapidly changing field. At Kaplan University’s School of Health Sciences, we are committed to providing the training and skills to help you begin or advance a career in the health field. I hope you will join us.”



**Dr. Keith L. Smith**  
Dean, School of  
Health Sciences



#### IMPORTANT INFORMATION—PLEASE READ

For comprehensive consumer and gainful employment information, visit [www.kaplanuniversity.edu/student-consumer-information.aspx](http://www.kaplanuniversity.edu/student-consumer-information.aspx)

<sup>1</sup> Kaplan University’s programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, Kaplan University cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.

<sup>2</sup> Source: Bureau of Labor Statistics, U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2016-17 Edition, Medical and Health Services Managers, [www.bls.gov/ooh/Management/Medical-and-health-services-managers.htm](http://www.bls.gov/ooh/Management/Medical-and-health-services-managers.htm). National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

<sup>3</sup> Classes count toward a degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period (3 weeks for undergraduate students), which begins day one of the first term. Students who choose to continue their studies at the University will need to meet specific requirements. Graduate programs not included. Additional terms may apply to international and non-U.S. citizen students. For further information, see [catalog.kaplanuniversity.edu](http://catalog.kaplanuniversity.edu) and [www.kaplanuniversity.edu/Kaplan\\_Commitment.pdf](http://www.kaplanuniversity.edu/Kaplan_Commitment.pdf). Application fee waived for campus and learning center students through December 7, 2017.

<sup>4</sup> Kaplan University does not guarantee the transferability of credit. See the University Catalog for the Prior Learning Assessment policy.

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