

Graduates of the Health Care Administration (HCA) program will have skills in administration, record keeping, quality management, human resources management, and medical law and ethics. These will **prepare you to take on leadership roles in a variety of medical facilities.**



“The best part of my job is watching student grow from a student to a professional.”

Danielle Garduno,
Director of Career Services

BENEFITS OF A HEALTH CARE ADMINISTRATION EDUCATION AT BROOKLINE COLLEGE

- **Flexible learning:** Online training lets you go to school on your schedule — not according to a classroom schedule. Part-time, full-time, day or night — the choice is yours.
- **Blended education:** Your 120-week (full-time) program covers practical and traditional areas of health care, such as medical terminology, office management, public policy, organizational behavior and business strategy. All online courses are taught by industry professionals.
- **No-surprise fee structure:** Brookline College has no hidden costs. Tuition includes books, supplies and all fees. In addition, financial aid is available.¹

WHERE BROOKLINE HEALTH CARE ADMINISTRATION GRADS ARE WORKING

- **Hospitals**
- **Physicians' offices**
- **Home health care agencies**
- **Nursing homes**
- **Outpatient clinics**

CAREER OUTLOOK

Health care administration jobs are in demand, partially because of our aging population. According to O*NETOnline, jobs for health care administrators in Arizona are expected to increase by more than 40 percent through 2026, which is higher than the 18-percent average for the United States.²

PROGRAM LOCATIONS:

Online Only

Prepare today for a rewarding career tomorrow. Contact Brookline College at 888.337.9003 now!

 **BROOKLINE COLLEGE**
Small College. Big Future.

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CURRICULUM OVERVIEW

Health Care Administration – Bachelor of Science

120 CREDITS – 1860 CONTACT HOURS – 120 WEEKS

The objective of this program is to provide knowledge related to health care policy and operations, as well as management skills that can be applied in the complex health services sector. Course work includes practical and traditional areas of health care such as medical terminology, medical office management, types of health care organizations and administrative functions, as well as more theoretical and contemporary subjects like public policy, human resource management, organizational behavior, and business strategy in health care. Additionally, the general education courses add to the overall preparatory knowledge of lifelong learning. Courses are taught by instructors who are practitioners in the field and can provide you with insight to help you become successful in the health care services sector of your choice. This combination of skills, along with a familiarity of the terminology and structure in the health care system, provide a strong foundation for a health care administration career. Graduates of this program will be prepared to enter the professional environment of health care in an entry-level supervisory/management position.

Program Concentration Courses

HA 100 Medical Terminology
HA 110 Electronic Medical Records
HA 200 Anatomy and Physiology
HA 204 Health Care Organizations
MG 320 Economics
AC 101 Accounting
HA 207 Health Care Finance
HA 210 Medical Law and Ethics
BU 279 Marketing
MG 302 Management Communications
HA 240 Medical Office Administration
MG 308 Legal Environments of Business
HA 303 Public Policy in Health Care
HA 400 Health Care Planning
and Implementation
MG 304 Organizational Behavior
HA 403 Advanced Financial Management
HA 411 Health Care Systems Analysis
& Design
HA 499 Health Care Administration
Capstone

General Education

Open Science - Science/Bio/A&P
Open English
Open Comm – Communication or CO 415
Open Soc Sci – Social/Behavioral Science
Open Hum – Humanities or HU 200
LI 310 Contemporary Literature
Open Math
PH 330 Decision Making
Open Ethics – Ethics or PH 410
Open Social/Behavioral Science (Psych)
Open Stats – Stats or QN 220
Open Social/Behavioral Science (Sociology)

Additional Course Requirements

CP 100 Word Processing and Presentations
CP 101 Spreadsheets and Databases
PD 299 Professional Development
SS 100 Student Success

Elective Options

Three course 100/200 level/
Six course 300/400 level



BROOKLINE'S COMMITMENT TO STUDENTS

- **Great education at a great price:** With fixed tuition, you'll know exactly what your education will cost from start to finish (program locations vary). Brookline can also help you search and apply for a scholarship, grant or loan.
- **Faculty dedicated to your success:** Since classes are small, your expert instructors can focus on your individual needs to see you through to success.
- **Job placement assistance:** Brookline's commitment doesn't end with graduation: The career services team will help you land your first job, offering assistance with resumé writing, job search and more.

BROOKLINE COLLEGE DIFFERENCE

- 40 years serving our communities
- Small classes
- Personalized service
- Career immersion

See if
Health Care
Administration
and Brookline
College is the
right fit for you.

[Click here for
a free automated
advising service.](#)



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