

Program Information Report

Health Sciences

Health Administration (ASHA)

Associate in Science Degree

Program Effective Term: Winter 2025

High Demand Occupation High Skill Occupation High Wage Occupation

The Health Administration program provides students with the skills necessary for the entry-level employment in healthcare management. Students in this industry lead and oversee the operation of complex health care entities including hospitals, outpatient facilities, health care systems, pharmacies, long-term care facilities, mental health centers, fitness centers, insurance companies, schools and public health systems. Upon completion of this associate degree, the student should be able to: understand medical terminology, apply health care knowledge in economic analysis, accounting, and effectively communicate with team members.

First Semester		(12 credits)
HSC 124	Medical Terminology	3
MTH 160 or	Basic Statistics	
MTH 160X or	Basic Statistics*	
MTH 168 or	Intermediate Algebra with Foundations**	
MTH 169 or	Intermediate Algebra**	
	Any math level 4 or higher course	3
Elective	Soc. Sci. Elective (not ECO)	3
Elective	Writing Elective(s)	3
Second Semester		(15 credits)
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
ECO 211	Principles of Economics I	3
PHL 244	Ethical and Legal Issues in Health Care	3
Elective	Speech/Comp. Elective(s)	3
Elective	Restricted Elective(s)***	2
Third Semester		(14 credits)
ACC 111	Principles of Financial Accounting	3
ECO 222	Principles of Economics II	3
HSC 100 or	Basic Nursing Assistant Skills	
HSC 103 or	Healthcare Exploration	
HSC 165 or	Foundations of Caregiving	
RAD 100	Introduction to Diagnostic Imaging	1
HSC 147 or	Growth and Development	
PSY 206	Life Span Developmental Psychology	3
HSC 131	CPR/AED and First Aid	1
Elective	Nat. Sci. Elective(s)	3
Fourth Semester		(19 credits)
HSC 256 and	Health Clinical Experience#	2
HSC 257	Evidence-Based Practice in Action	3
Elective	Arts/Human. Elective(s)	3
Elective	Restrictive Elective(s) needed to reach a minimum of 60 total credits***	11

Minimum Credits Required for the Program:

60

Notes:

*Completion of MTH 160X will not raise the student's Academic Math Level to 3, which is required for at least one course or course prerequisite in this program.

**Completion of MTH 168 and MTH 169 will not fulfill the MTA Mathematics requirement. Students planning to transfer should take MTA-approved math courses. Financial aid will not cover an additional math course if a student enters the program with MTH 168 or MTH 169 but still needs an MTA math course.

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****Restricted Electives - Students will be referred to an advisor and advisors will be provided with a list of programs/courses such as HLT Certificates and Associate Degrees, Computer Software Applications courses or Human Resource Management courses.*

#Clinical Experience - Students who have experience working in a clinical healthcare setting may request credit through a portfolio evaluation. Please contact advisors for additional information.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: Program Name: Health Administration (ASHA)

Effective Term: Winter 2024

Division Code: Department: Health Sciences

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|--|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Remove course(s): _____ | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>MTH 160X, MTH 168, MTH 169</u> | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Advisors | Footnote; changes to the FT and PT layouts for the ASHA Program. _____ |
| <input type="checkbox"/> Articulation information | |
- Show all changes on the attached page from the catalog.**

Rationale for proposed changes or discontinuation:

Two PC forms combined

New Dev. Ed. requirements

Changes needed to be made to the FT and PT layouts as completion of HSC 124 Medical Terminology will be necessary to ensure that students are able to be successful in their BIO 109 or BIO 111. An understanding of medical terminology is essential in order to set our students up for success in BIO 109 or BIO 111. Thus, we added HSC 124 to the first semester and bumped BIO 109 & BIO 111 to the second semester. Then Natural Science was bumped from second semester to the third semester. Additionally, HSC 256 and 257 were made corequisites, and able to be taken concurrently with ECO 222 (accompanying course changes submitted).

Financial/staffing/equipment/space implications:

None.

List departments that have been consulted regarding their use of this program.

Health sciences faculty were consulted regarding these changes and additions.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	René Stark,	<i>René Stark,</i>	1/29/24,
	Mary Colleen Smith	<i>Mary Colleen Smith</i>	10/10/24
Department Chair	Valerie Greaves	<i>Valerie Greaves</i>	10/10/2024

Division Dean/Administrator	Shari Lambert	<i>Shari Lambert</i>	10/11/2024
Please submit completed form to the Office of Curriculum and Assessment (SC 257). Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.			
Curriculum Committee Chair	Randy Van Wagnen	<i>Randy Van Wagnen</i>	10/18/24
Assessment Committee Chair	Jessica Hale	Jessica Hale <small>Digitally signed by Jessica Hale Date: 2024.10.18 15:06:16 -04'00'</small>	
Executive Vice President for Instruction	Dr. Brandon Tucker	Brandon Roderick Tucker <small>Digitally signed by Brandon Roderick Tucker Date: 2024.10.19 13:09:16 -04'00'</small>	

Do not write in shaded area. Entered in: Banner _____ C&A Database _____ Log File _____

Reviewed by C&A Committees 10/17/24

First Semester

Class	Title	Minimum Credits
HSC 124	Medical Terminology	3
MTH 160 or MTH 160X or MTH 168 or MTH 169 or	Basic Statistics Basic Statistics ¹ Intermediate Algebra with Foundations ² Intermediate Algebra ²	
Elective	Any math level 4 or higher course	3
Elective	Soc. Sci Elective (not ECO)	3
Elective	Writing Elective(s)	3
		12

Second Semester

Class	Title	Minimum Credits
	Essential of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology – Normal Structure and Function	4
ECO 211	Principles of Economics I	3
PHL 244	Ethical and Legal Issues in Health Care	3
Elective	Speech/Comp. Elective(s)	3
Elective	Restricted Elective(s) ³	2
		15

Third Semester

Class	Title	Minimum Credits
ACC 111	Principles of Accounting I	3
ECO 222	Principles of Economics II	3
HSC 100 or HSC 103 or HSC 165 or	Basic Nursing Assistant Skills Healthcare Exploration Foundations of Caregiving	
RAD 100	Introduction to Diagnostic Imaging	1
HSC 147 or PSY 206	Growth and Development Life Span Development Psychology	3
HSC 131	CPR/AED and First Aid	1
Elective	Nat. Sci. Elective(s)	3
		14

Fourth Semester

Class	Title	Minimum Credits
HSC 256 and HSC 257	Health-Clinical Experience ⁴ Evidence-Based Practice in Action	2 3

Class	Title	Minimum Credits
Elective	Arts/Human. Elective(s)	3
Elective	Restricted Elective(s) to reach a minimum of 60 total credits ³	11
		19
Total Credits Required:		60

1: Completion of MTH 160X will not raise the student's Academic Math Level to 3, which is required for at least one course or course prerequisite in this program.

2: Completion of MTH 168 and MTH 169 will not fulfill the MTA Mathematics requirement. Students planning to transfer should take MTA-approved math courses. Financial aid will not cover an additional math course if a student enters the program with MTH 168 or MTH 169 but still needs an MTA math course.

3: Restricted Electives - Students will be referred to an advisor and advisors will be provided with a list of programs/courses such as HLT Certificates and Associate Degrees, Computer Software Applications courses or Human Resource Management courses.

4: Clinical Experience - Students who have experience working in a clinical healthcare setting may request credit through a portfolio evaluation. Please contact advisors for additional information.

First Semester

Class	Title	Minimum Credits
HSC 124	Medical Terminology	3
Elective	Writing Elective(s)	3
		6

Second Semester

Class	Title	Minimum Credits
BIO 109 or	Essential of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology – Normal Structure and Function	4
MTH 160 or	Basic Statistics	
MTH 160x or	Basic Statistics ¹	
MTH 168 or	Intermediate Algebra with Foundations	
MTH 169 or	Intermediate Algebra	
Elective	Any math level 4 or higher course	3
		7

Third Semester

Class	Title	Minimum Credits
Elective	Soc. Sci Elective (not ECO)	3
Elective	Speech/Comp. Elective(s)	3
		6

Fourth Semester

Class	Title	Minimum Credits
ACC 111	Principles of Accounting I	3
HSC 131	CPR/AED and First Aid	1
HSC 100 or	Basic Nursing Assistant Skills	
HSC 103 or	Healthcare Exploration	
HSC 165 or	Foundations of Caregiving	
RAD 100	Introduction to Diagnostic Imaging	1
		5

Fifth Semester

Class	Title	Minimum Credits
HSC 147 or	Growth and Development	
PSY 206	Life Span Development Psychology	3
Elective	Restricted Elective(s) ²	3
		6

Sixth Semester

Class	Title	Minimum Credits
ECO 211	Principles of Economics II	3
Elective	Nat. Sci. Elective(s)	3
		6

Seventh Semester

Class	Title	Minimum Credits
ECO 222	Principles of Economics II	3
HSC 256 and	Health-Clinical Experience ³	2
HSC 257	Evidence-Based Practice in Action	3
		8

Eighth Semester

Class	Title	Minimum Credits
PHL 244	Ethical and Legal Issues in Health Care	3
Elective	Restricted Elective(s) ²	3
		6

Ninth Semester

Class	Title	Minimum Credits
Elective	Arts/Human. Elective(s)	3
Elective	Restricted Elective(s) ²	7
		10

Total Credits Required: 60

1: Completion of MTH 160X will not raise the student's Academic Math Level to 3, which is required for at least one course or course prerequisite in this program.

2: Restricted Electives - Students will be referred to an advisor and advisors will be provided with a list of programs/courses such as HLT Certificates and Associate Degrees, Computer Software Applications courses or Human Resource Management courses.

3: Clinical Experience - Students who have experience working in a clinical healthcare setting may request credit through a portfolio evaluation. Please contact advisors for additional information.

Program Information Report

Health Sciences

Health Administration (ASHA)

Associate in Science Degree

Program Effective Term: Fall 2021

The Health Administration program provides students with the skills necessary for the entry-level employment in healthcare management. Students in this industry lead and oversee the operation of complex health care entities including hospitals, outpatient facilities, health care systems, pharmacies, long-term care facilities, mental health centers, fitness centers, insurance companies, schools and public health systems. Upon completion of this associate degree, the student should be able to: understand medical terminology, apply health care knowledge in economic analysis, accounting, and effectively communicate with team members.

First Semester		(13 credits)
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function	4-5
MTH 160 or	Basic Statistics	
Elective	Any math level 4 or higher course	3-4
Elective	Writing Elective(s)	3-4
Elective	Soc. Sci. Elective (not ECO)	3
Second Semester		(14 credits)
ECO 211	Principles of Economics I	3
PHL 244	Ethical and Legal Issues in Health Care	3
Elective	Speech/Comp. Elective(s)	3
Elective	Natural Science (not BIO)	3-4
Elective	Restricted Elective(s)*	2
Third Semester		(14 credits)
ACC 111	Principles of Accounting I	3
ECO 222	Principles of Economics II	3
HSC 100 or	Basic Nursing Assistant Skills	
HSC 103 or	Healthcare Exploration	
HSC 165 or	Foundations of Caregiving	
RAD 100	Introduction to Diagnostic Imaging	1-4
HSC 147 or	Growth and Development	
PSY 206	Life Span Developmental Psychology	3-4
HSC 124	Medical Terminology	3
HSC 131	CPR/AED and First Aid	1
Fourth Semester		(19 credits)
HSC 256	Health Clinical Experience**	2
HSC 257	Evidence-Based Practice in Action	3
Elective	Arts/Human. Elective(s)	3
Elective	Restrictive Elective(s) needed to reach a minimum of 60 credits (3-11 credits)*	11
Minimum Credits Required for the Program:		60

Notes:

*Restricted Electives - Students will be referred to an advisor and advisors will be provided with a list of programs/courses such as HLT Certificates and Associate Degrees, Computer Software Applications courses or Human Resource Management courses.

**Clinical Experience - Students who have experience working in a clinical healthcare setting may request credit through a portfolio evaluation. Please contact advisors for additional information.

PROGRAM PROPOSAL FORM

Preliminary Approval – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.

Final Approval – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

<p>Program Name:</p> <p>Division and Department:</p> <p>Type of Award:</p> <p>Effective Term/Year:</p> <p>Initiator:</p>	<p><u>Health Administration</u></p> <p><u>Health Sciences Division – Health Science Department</u></p> <p><input type="checkbox"/> AA <input checked="" type="checkbox"/> AS <input type="checkbox"/> AAS <input type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp.</p> <p><u>Fall 2021</u></p> <p><u>Kiela Samuels</u></p>	<p>Program Code:</p> <p><u>ASHA</u></p> <p>CIP Code:</p> <p><u>51.0702</u></p>
<p>Program Features Program's purpose and its goals. Criteria for entry into the program, along with projected enrollment figures. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.</p>	<p>Prepare students to manage, lead and oversee the operation of complex health care entities, including hospitals, outpatient facilities, health care systems, pharmacies, long-term care facilities, mental health centers, insurance companies, schools and public health systems.</p> <p>No special criteria for entry. Students may continue in the program based on course prerequisite requirements.</p> <p>Connection to other WCC programs: students completing other WCC Health Programs (DEN, HSC, MBC, NUR, PHT, PTA, RAD, SUR) and seeking a career ladder in their profession.</p> <p>Special features include clinical experience and a capstone course, which includes a paper or poster presentation related to a current problem/issue in health care.</p>	
<p>Need Need for the program with evidence to support the stated need.</p>	<p>Employment in healthcare occupations is projected to grow 15 percent from 2019 to 2029, much faster than the average for all occupations, adding about 2.4 million new jobs. Healthcare occupations are projected to add more jobs than any of the other occupational groups. This projected growth is mainly due to an aging population, leading to greater demand for healthcare services. <i>U.S. Bureau of Labor Statistics</i></p> <p>Local employer groups (St. Joseph Mercy-Ann Arbor, Michigan Medicine) require an Associate Degree for some supervisory positions.</p>	

Program Outcomes/Assessment	Outcomes	Assessment Tool
State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program.	1. Evaluate accounting information to assess a company's performance and determine its ability to pay off its liabilities.	1. Multiple-choice questions from selected unit tests from ACC 111
Include assessment methods that will be used to determine the effectiveness of the program.	2. Manipulate supply and demand models to determine qualitative and quantitative changes in prices, output, allocative efficiency and economic surplus that result from real-world events and government policy change.	2. Departmentally-developed questions embedded in course exams from ECO 222
	3. Prepare a healthcare practice proposal in the form of a presentation, publication or poster, based on the evidence-based practice process (EBP).	3. HSC 257 Research project assignment

Curriculum	Health Administration - 1st Semester		
	Class	Title	Credits
List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.	BIO 111	or Anatomy and Physiology-Structure and Function	
	BIO 109	Essentials of Human Anatomy and Physiology	4 - 5
Associate degree programs must provide a semester by semester program layout.	Elective	Writing/Composition	3 - 4
	Elective	Social Science (Not ECO)	3
	MTH 160	or Basic Statistics	
		Any Math Level 4 or higher	3 - 4
	Total		13 - 16
Health Administration - 2nd Semester			
Class	Title	Credits	
Elective	2nd course in Writing/Composition or Communication	3	
ECO 211	Principles of Economics I	3	
Elective	Natural Science (not BIO)	3 - 4	
PHL 244	Ethical and Legal Issues in Health Care	3	
Electives	*Restricted Electives	2	
Total		14 - 15	
Health Administration - 3rd Semester			
Class	Title	Credits	
ECO 222	Principles of Economics II	3	
ACC 111	Accounting 111	3	
HSC 124	Medical Terminology	3	
HSC 103	or Healthcare Exploration		
HSC 100	or Basic Nursing Assistant Skills		
HSC 165	or Foundations of Caregiving		
RAD 100	Introduction to Diagnostic Imaging	1 - 4	
HSC 147	or Growth and Development		
PSY 206	Life Span Development Psychology	3 - 4	
HSC 131	CPR/AED/First Aid	1	
Total		14 - 18	
Health Administration - 4th Semester			
Class	Title	Credits	
HSC 256 **	Health Clinical Experience	2	
HSC 257	Evidence-Based Practice in Action	3	
Elective	Arts and Humanities	3	
Electives *	Restrictive Electives needed to complete 60 cr. Hours	3 - 11	
Total		11-19	
Total Credits		60	
Footnotes:			

	<p>*Restrictive Electives - Student's will be referred to an advisor and advisors will be provided with a list of programs/courses such as HLT Certificates and Associate Degrees, Computer Software Applications (CTCSSC) courses or Human Resource Management (CTHRMG) courses.</p> <p>**Clinical Experience - Students who have experience working in a clinical healthcare setting may request credit through a portfolio evaluation. Please contact advisors for additional information.</p>		
Budget Specify program costs in the following areas, per academic year:		START-UP COSTS	ONGOING COSTS
	Faculty	\$.	\$.
	Training/Travel	.	.
	Materials/Resources	.	.
	Facilities/Equipment	.	.
	Other	.	.
	TOTALS:	\$.	\$.
Program Description for Catalog and Web site	The Health Administration program provides students with the skills necessary for entry-level employment in healthcare management. Students in this industry lead and oversee the operation of complex health care entities including, hospitals, outpatient facilities, health care systems, pharmacies, long-term care facilities, mental health centers, fitness centers insurance companies, schools and public health systems. Upon completion of this associate degree, the student should be able to: understand medical terminology, apply health care knowledge in economic analysis, accounting, and effectively communicate with team members.		
Program Information	Accreditation/Licensure - Advisors – Sue Travis, Karolyn Lehn Advisory Committee - None Admission requirements – None Articulation agreements –TBD Continuing eligibility requirements - None		

Assessment plan:

Student Learning Outcome	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
1. Evaluate accounting information to assess a company's performance and determine its ability to pay off its liabilities.	Multiple-choice questions from selected unit tests	Fall 2024	ACC 111	All Students
2. Manipulate supply and demand models to determine qualitative and quantitative changes in prices, output, allocative efficiency and economic surplus that result from real-world events and government policy change.	Departmentally-developed questions embedded in course exams	Fall 2024	ECO 222: stratified random sample of approximately 50% of the sections offered that semester will be selected. The sample will reflect on-campus/DL, day/evening, and full-time/part-time classes.	Approximately 40-60 students

3. Prepare a healthcare practice proposal in a form of a presentation, publication or poster, based on the EBP process.	Research project assignment	Fall 2024	HSC 257	All Students
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Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.

Answer key (ACC 111)
 Answer key (ECO 222)
 Departmentally-developed rubric (HSC 257)

2. Indicate the standard of success to be used for this assessment.

70% of the students will score 70% or higher on the outcome-related questions (ACC 111).
 70% of students will score 70% or higher on the outcome-related questions (ECO 222).
 75% of the students will score 80% or higher on the rubric (HSC 257).

3. Indicate who will score and analyze the data.

Departmental faculty (all outcomes)

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Kiela Samuels	<i>Kiela M. Samuels</i>	1/12/2021
Dean	Valerie Greaves	<i>Valerie Greaves</i>	1/13/2021
Curriculum Committee Chair	Lisa Veasey	<i>Lisa Veasey</i>	2/8/21
Please submit completed form to the Office of Curriculum and Assessment (SC 257). Once reviewed by the appropriate faculty committees, we will secure the signature of the VPI and President.			
Vice President for Instruction <input type="checkbox"/> Approved for Development <input type="checkbox"/> Final Approval	Kimberly Hurns	<i>Kimberly Hurns</i>	2/12/2021
President	Rose Bellanca	<i>Rose B. Bellanca</i>	2/15/21
Board Approval			03/31/21

Reviewed by C&A Committees 1/21/21