

# Health Care Administration

If you enjoy serving as a leader, inspiring others and have an interest in the business of health care, you can take your career further with an associate degree in Health Care Administration from Pima Medical Institute.

Health care administrators manage and support the business side of a health care facility. Their roles vary, from general administration to specialized department support in the areas of finance, health information, human resources and marketing. The health care administrator must possess strong leadership and managerial skills and be able to manage multiple projects.



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# Health Care Administration Course Outline

## Semester I

Course #	Course	Theory	Lab	Extern	Credits
CCM 101	Communications	45			3.0
CCL 100	Computer Literacy	30			2.0
BIO 121	Anatomy, Physiology, and Pathology	60			4.0
CMT 115	Medical Terminology	60			4.0
<b>Semester I Total</b>		<b>195</b>			<b>13.0</b>

## Semester II

Course #	Course	Theory	Lab	Extern	Credits
HCA 100	Office Management	60			4.0
HIT 155	Electronic Health Records	30	60		4.0
MTH 132	Basic College Mathematics	45			3.0
HIT 135	Introduction to Insurance	60			4.0
<b>Semester II Total</b>		<b>195</b>	<b>60</b>		<b>15.0</b>

## Semester III

Course #	Course	Theory	Lab	Extern	Credits
ENG 101	English Composition I	45			3.0
CPT 201	Computer Fundamentals	45			3.0
MTH 210	Math Applications	45			3.0
HCA 201	Introduction to the Health Care System	45			3.0
<b>Semester III Total</b>		<b>180</b>			<b>12.0</b>

## Semester IV

Course #	Course	Theory	Lab	Extern	Credits
HCA 210	Business Communications	45			3.0
HCA 220	Health Care Management	45			3.0
ECN 101	Macroeconomics	45			3.0
SOC 115	Introduction to Sociology	45			3.0
<b>Semester IV Total</b>		<b>180</b>			<b>12.0</b>

## Semester V

Course #	Course	Theory	Lab	Extern	Credits
PSY 201	Psychology	45			3.0
HCA 213	Medical Law and Ethics	45			3.0
HCA 221	Human Resource Management	45			3.0
HCA 230	Accounting for Health Care Management	60			4.0
<b>Semester V Total</b>		<b>195</b>			<b>13.0</b>
<b>PROGRAM TOTALS</b>		<b>945</b>	<b>60</b>		<b>65.0</b>

# What You Will Learn

Learning online gives you the flexibility to continue your education, allowing you to balance school, career and personal commitments. This program is available to students with no prior health care education experience and also to those who want to continue their education.

Applicants can apply for a transfer option to accelerate into semester III of the five-semester program by transferring up to 28 credits under the following conditions: 12 of the 28 transfer credits must be from a health care field with a grade of “C” or better.

Pima Medical Institute certificate graduates can transfer into semester III from the following programs: Dental Assistant, Health Care Administration Certificate, Medical Assistant, Medical Billing and Coding, Patient Care Technician, Pharmacy Technician, Sterile Processing Technician.

## Job Outlook

According to the U.S. Bureau of Labor Statistics, employment of medical and health services managers is projected to grow 32 percent from 2020 to 2030, much faster than the average for all occupations. As the large baby-boom population ages and people remain active later in life, there should be increased demand for healthcare services.\*

## Employment

Health care leaders and managers can expect to find employment in hospitals, clinics, outpatient care sites, physicians’ offices and even health management companies, which provide management services to hospitals and other organizations, as well as to specific departments, such as emergency, information management systems, managed care contract negotiations and physician recruiting.

\*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical and Health Services Managers, on the Internet at <https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm> (visited October 05, 2021).



Online Education

888-440-7462

Online Admissions

pmi.edu

- Specialized in health care
- Financial aid if qualified
- Career planning services