Spring 2018 Cohort
Welcome to the
Master of Science
in Health Care Administration (MS-HCA)

Department of Public Affairs and Administration
College of Letters, Arts and Social Sciences
California State University, East Bay
## MS-HCA Required Courses

**2 Quarter-Based Courses**

**7 Semester-Based Courses**

<table>
<thead>
<tr>
<th>Course # and (Units)</th>
<th>Course Title</th>
<th>Quarter or Semester</th>
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</thead>
<tbody>
<tr>
<td>HCA 6200 (4)</td>
<td>US Health Care System</td>
<td>Quarter</td>
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<tr>
<td>HCA 6280 (4)</td>
<td>Legal and Ethical Issues in Health Care</td>
<td>Quarter</td>
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<tr>
<td>HCA 611 (4)</td>
<td>Evolution of the U.S. Health Care System, Health Disparities &amp; Policy</td>
<td>Semester</td>
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<tr>
<td>HCA 612 (4)</td>
<td>Health Care Management, Leadership and Strategic Planning</td>
<td>Semester</td>
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<tr>
<td>HCA 621 (4)</td>
<td>Health Care Quality Improvement Tools and Methodologies</td>
<td>Semester</td>
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<td>HCA 622 (4)</td>
<td>Health Care Technology and Informatics</td>
<td>Semester</td>
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<tr>
<td>HCA 631 (4)</td>
<td>Health Care Financial Management and Third-Party Reimbursement</td>
<td>Semester</td>
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<tr>
<td>HCA 642 (4)</td>
<td>Health Care Program Development and Grant Writing</td>
<td>Semester</td>
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<tr>
<td>HCA 693 (6)</td>
<td>Capstone Project</td>
<td>Semester</td>
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Spring 18 Cohort
Degree Completion Roadmap

• **Quarters (10 weeks)**
  – Spring 18: HCA 6200 and HCA 6280
  – Summer 18: No Courses

• **Semesters (15 weeks)**
  – Fall 18: HCA 611 and HCA 612
  – Spring 19: HCA 621, HCA 622, & HCA 693
  – Fall 19: HCA 631 and HCA 642
What Happens If I Can’t Follow the Roadmap?

• If you cannot follow the Spring 18 cohort degree completion roadmap, you should contact Professor Fogarty (toni.fogarty@csueastbay.edu) as soon as possible
  – She will help you develop a new roadmap
  – Your degree completion will be delayed; it may be significantly delayed, depending on how far you deviate from the roadmap
What Grades Must I Earn?

• In order to remain in good standing in the program, you must maintain an overall 3.00 GPA, which is a “B” average.

• In addition, you must earn a grade of “C” or better in all of your courses.

• As long as you maintain at least a 3.00 GPA and earn a grade of “C” or better in your courses, you will be in good standing.
Degree Requirements

• There are no substitution or transfer courses in the MS-HCA program – students must complete all of the required graduate courses in residence
  – Students must maintain a 3.00 GPA and earn a grade of “C” or better in all courses

• In addition to the required graduate-level courses, there is one required undergraduate foundation course: STAT 1000

• Students must also meet the University Writing Skills Requirement (UWSR)
How Can I Meet the STAT 1000 Requirement?

• Any introductory course completed with a grade of “C” or better within the last 5 years at an accredited university or college will meet the STAT 1000 requirement
  – If the grade was “B” or better, we can extend the 5-year limit

• Send documentation that you have met the STAT 1000 requirement to Professor Fogarty by the end of Spring 19
  – Be sure you do this or your degree completion will be delayed
University Writing Skills Requirement

• Students must meet the University’s Writing Skills Requirement (UWSR) in order to graduate.

• If you do not meet the UWSR before the start of Spring 19, you will be blocked from enrolling in your Spring 19 courses and you won’t be able to file for graduation.

• Information regarding the UWSR can be found at: http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/testing/uwsr/index.html

• Administered by the CSUEB Testing Office
  – Contact: https://adhayweb13.csueastbay.edu/academic/colleges-and-departments/apgs/testing/contact/index.php
Is There A Thesis?

- You may receive an email from the CSU East Bay Graduate Programs Office with information about writing a thesis
  - This email is sent out to newly admitted students in all graduate programs
- In the MS-HCA program, we do not have the thesis as the capstone experience
- The capstone experience is **HCA 693**, which you will take in Spring 19
  - Two options: 200-hour internship with report or work-based product with report
MS-HCA Program Learning Outcomes

• The MS-HCA program learning outcomes, or PLOs, are the skill sets and knowledge base that successful students should acquire by the end of the MS-HCA program.

• There are five PLOs, all based on the competencies the Healthcare Leadership Alliance (HLA) believes all healthcare administrators and managers should have:
  – The HLA is a consortium of professional health care administration associations, such as the American College of Healthcare Executives (ACHE), Healthcare Information and Management Systems (HIMSS), and the Medical Group Management Association (MGMA).
The Five MS-HCA PLOs

1. Communicate clearly and concisely with internal and external customers, establish and maintain relationships, and facilitate constructive interactions with individuals and groups

2. Inspire individual and organizational excellence, create and attain a shared vision, and successfully manage change to attain the organization's strategic ends and successful performance

3. Align personal and organizational conduct with ethical and professional standards that include a responsibility to the patient and community, a service orientation, and a commitment to lifelong learning and improvement

4. Demonstrate an understanding of the health care system and the environment in which health care managers and providers function

5. Apply business principles in the health care field

The principles are: financial management, organizational dynamics and governance, strategic planning and marketing, information management, risk management, quality improvement, human resource management
PLO Essay and Self-Assessment

• As part of HCA 693, which is the capstone course in the MS-HCA program, you will be required to write a PLO essay in which you demonstrate your level of achievement for each of the five PLOs.

• In addition, you will perform a PLO self-assessment where you rate your level of success with each PLO.

• As you complete each course, you should think about how the course related to the PLOs and what you learned in the course that helped you achieve each PLO.
  – If you reflect on and write about what you learn as you move through the program, by the time you enroll in HCA 693 your PLO essay will practically be written.
Blackboard Assistance

• If you have never used Blackboard, watching one or more training videos will be beneficial
  – For the list of videos, go to: https://help.blackboard.com/en-us/Learn/Reference/Blackboard_Learn_Videos/Student_Videos

• Blackboard FAQs:
  http://library.blackboard.com/ref/cfe7cf10-620a-43d2-ba13-7ac99b3cd1d2/
Blackboard Availability

• The Blackboard server is down for maintenance Saturdays between 12:45 AM PST and 6:00 AM PST

• You will not be able to work on your courses during this time so plan accordingly
When Do I Register for Courses in Future Terms?

• Generally, you will enroll in courses for a future term in the preceding term
• You will receive an email with the schedule of courses for each term from the department
  – Be sure to follow your roadmap!
• If you encounter any enrollment issues, contact Dominic Brooke (publicadmin@csueastbay.edu)
A Strong Professional Network is Critical for Success

• Developing your professional network is key to advancing your career in health care

• Joining professional associations while you are a student will be less expensive and will help you meet people who are already successful in the field
Need Additional Assistance?

• If you need assistance with MyCSUEB, enrolling in courses, removing a hold, withdrawing from the program or a course, filing for graduation, or other administrative matters contact:
  – Dominic Brooke via email at:
    publicadmin@csueastbay.edu

• Due to student privacy concerns, be sure to use your CSUEB horizon email account when emailing the department or University
Need Academic Advising?

- If you have questions about the degree requirements, capstone experience, career opportunities, or other academic matters, contact:
  - Professor Toni E. Fogarty via email at toni.fogarty@csueastbay.edu