

Fall 2018 Cohort  
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 Program Overview

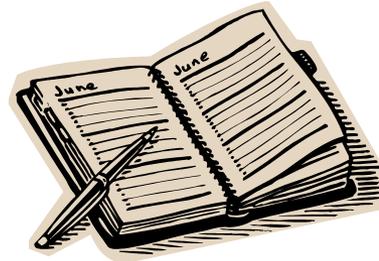
## 8 Semester-Based Courses



Course # and (Units)	Course Title
HCA 611 (4)	Evolution of the U.S. Health Care System, Health Disparities and Policy
HCA 612 (4)	Health Care Management, Leadership and Strategic Planning
HCA 621 (4)	Health Care Quality Improvement Tools and Methodologies
HCA 622 (4)	Health Care Technology and Informatics
HCA 631 (4)	Health Care Financial Management and Third-Party Reimbursement
HCA 641 (4)	Health Care Legal, Diversity and Ethical Issues
HCA 642 (4)	Health Care Program Development and Grant Writing
HCA 693 (6)	Capstone Project

# Schedule of Courses

## Fall 18 – Spring 20



### Fall 18

HCA 611

HCA 612

### Spring 19

HCA 621

HCA 622

### Fall 19

HCA 631

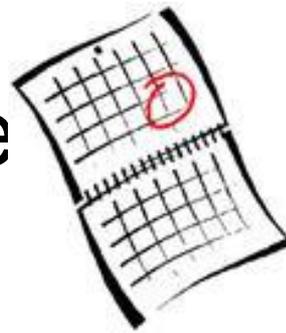
HCA 693

### Spring 20

HCA 641

HCA 642

# Semester Schedule



## Fall 18

Aug 20 – 1<sup>st</sup> Day  
Sept 3 – Labor Day  
Nov 12 – Veteran’s Day  
Nov 19-23 – Thanksgiving  
Dec 7 – Last Day

## Fall 19

Aug 26 – 1<sup>st</sup> Day  
Sept 2 – Labor Day  
Nov 11 – Veteran’s Day  
Nov 25-29 – Thanksgiving  
Dec 13 – Last Day

## Spring 19

Jan 22 – 1<sup>st</sup> Day  
April 1-5 – Spring Recess  
May 10 – Last Day

## Spring 20

Jan 21 – 1<sup>st</sup> Day  
March 30-April 3 – Spring Recess  
May 8 – Last Day

# 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.
  - Courses with grades of C- or lower must be repeated.
- As long as you have a GPA of 3.00 or higher and earn a grade of “C” or better in your courses, you will be in good standing.

# University Writing Skills Requirement



- Students must meet the [University Writing Skills Requirement \(UWSR\)](#) in order to graduate.
- You will **not be allowed to enroll in courses or file for Spring 20 graduation** if you do not meet the UWSR before **October 1, 2019**.
- 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 information:  
<https://adhayweb13.csueastbay.edu/academic/colleges-and-departments/apgs/testing/contact/index.php>

# When Do I File To Graduate?



- If you follow the degree completion roadmap for the Fall 18 admission cohort, Spring 20 will be your last semester of enrollment.
  - You will file for Spring 20 graduation in Fall 19.
  - You will receive an email announcement from the University when it is time to file for Spring 20 graduation.
  - The deadline to file for Spring 20 is **October 1, 2019**.
- If you do not meet the UWSR **before** October 1, you will **not be able to file** for Spring 20 graduation.

# Program Learning Outcomes



- The program learning outcomes, or PLOs, are the **skill sets and knowledge base** that we expect students to acquire by the end of the MS-HCA program.
- There are six PLOs, based on the competencies the **Healthcare Leadership Alliance (HLA)** believes all effective health care administrators and managers should have.
  - The HLA is a consortium of professional health care administration associations.

# The Six MS-HCA PLOs



1. Analyze and think critically about current and emerging issues in the health care system and the policy environment in which the system operates.
2. Communicate effectively with internal and external organizational stakeholders, both in written and oral form.
3. Create effective and creative approaches for fostering teamwork and encouraging others to align their priorities with organizational excellence.
4. Form collaborative relationships and interact appropriately with diverse client groups, workplace supervisors and colleagues, and other organizational stakeholders.
5. Align personal and organizational conduct with ethical, legal, and professional standards.
6. Apply business principles to the health care environment, including financial management, human resource management, organizational dynamics and governance, strategic planning, information management, risk management, and quality improvement.

# PLO Essays and Self-Assessment



- As part of HCA 693, you will be required to write **six five-page PLO essays** in which you **demonstrate your level of achievement** with each of the six 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 essays will practically be written.

# Is There A Thesis?



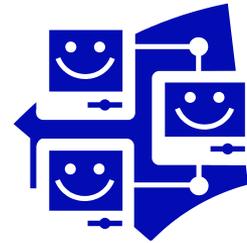
- You may receive an email from the CSU East Bay Graduate Programs Office with information about writing a thesis.
- In the MS-HCA program, **we do not have the thesis as the capstone experience.**
- The capstone experience is HCA 693, which has two components.
  - PLO assessment
  - Off-campus learning experience - 4 options: 200-hour internship, project, health care policy white paper, or external certification/licensure

# When Do I Register for Courses in Future Semesters?



- Generally, you will enroll in courses for a future semester in the [preceding term](#).
- For example, you will enroll in Spring 19 courses sometime during the Fall 18 semester.
- You will receive an email with instructions regarding the course numbers and the dates of enrollment from the department.
- If you encounter any enrollment issues, contact Dominic Brooke: [publicadmin@csueastbay.edu](mailto:publicadmin@csueastbay.edu).

# A Strong Professional Network is Critical for Success



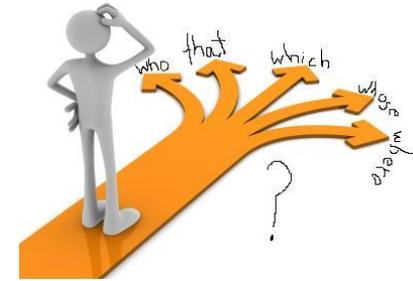
- Developing your **professional network** is key to advancing your career in health care.
- Joining professional associations while you are a student will be less expensive and will help you meet people who are already successful in the field.
  - American College of Healthcare Executives (ACHE): [www.ache.org](http://www.ache.org)
  - National Association of Health Services Executives (NAHSE): <http://careers.nahse.org/>
  - Women Healthcare Executives (WHCE): <http://whcesfbay.org/index.php>

# Need 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 either Dominic Brooke or Rebecca Richter.
  - Dominic Brooke: [publicadmin@csueastbay.edu](mailto:publicadmin@csueastbay.edu)
  - Rebecca Richter: [rebecca.richter@csueastbay.edu](mailto:rebecca.richter@csueastbay.edu)

# Need Academic Advising?



- If you have questions about the degree requirements, capstone experience, career opportunities, or other academic matters, contact either Professor Toni E. Fogarty or Professor Joyce Keyes Williams.
  - Professor Toni E. Fogarty, MS-HCA Graduate Coordinator: [toni.fogarty@csueastbay.edu](mailto:toni.fogarty@csueastbay.edu)
  - Professor Joyce Keyes Williams, MS-HCA Graduate Coordinator: [joyce.keyeswilliams@csueastbay.edu](mailto:joyce.keyeswilliams@csueastbay.edu)

# 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](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/>

