



**NORTHEASTERN
STATE UNIVERSITY**

**HEALTHCARE
ADMINISTRATION**

Degree Completion Program
College of Extended Learning

www.nsuok.edu/cel



BS HEALTHCARE ADMINISTRATION

College of Extended Learning: Degree Completion Program

What is HCA?

Northeastern State University offers a new program in the dynamic field of HealthCare Administration. HCA students learn about the business side of healthcare.

Why at NSU?

- The only university in the area offering this program
- Small class sizes allow for close relationships with faculty
- Program enables graduates to be prepared as they enter the workforce
- Flexible degree enables graduates a wide range of career opportunities
- Blended courses meeting only one night a week

A Booming Business

Health services fields are the top growth industries both in Oklahoma and nationally. Within 10 years, about 3.5 million new jobs are projected in the field. NSU's HCA majors will be prepared to fill these openings.

Career Opportunities

- Consulting firms
- Hospitals
- Rehabilitation centers
- Health insurance companies
- Nursing homes
- Research institutions

HCA Average MidCareer Salaries

- Health care administrator: \$113,000+
- Health services manager: \$75,000+
- Health information administrator: \$65,000+
- Health care director: 72,000+
- Health care coordinators: \$47,000+

Contact Us:

Jordan Rozell
HCA Recruiter/Advisor
918-444-2946
hca-dcp@nsuok.edu

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Mission

The Healthcare Administration Program at NSU seeks to provide students with the management knowledge, problem solving, decision making, and interpersonal skills needed to provide responsive collaborative leadership in a variety of healthcare organizations including public health initiatives throughout the Allied Health Professions. A background in business as well as health administration provide an understanding of the complex interaction of the economic, financial, political, public health, and social factors involved in the management and delivery of healthcare services.

Goals

Goals of the program include developing HCA professionals who:

- Understand the healthcare environment in a systems and global context;
- Use business skills to perform effectively in healthcare administration;
- Use an analytical and systems approach to problem solving and decision-making;
- Communicate clearly;
- Become dynamic leaders and effective team members;
- Exhibit professionalism in their career;
- Implement civic, social, and ethical responsiveness as professional managers in their organizations.
- Use a public health approach in partnering with their communities to solve health related problems

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Degree Requirements

All students must have 124 hours of college work to graduate. General Education requirements can be met in a variety of ways and coursework from other colleges in Oklahoma is transferable. **Students must have at least 60 hours at a four-year university, 40 hours of upper level (3000 and 4000 level) class work, 55 hours of Liberal Arts credits, and 30 hours must be done at NSU.** All degree requirements for the College of Business and Technology and College of Extended Learning must be met.

General Education 47 hours

Business Core Courses

Introduction to Financial Accounting	ACCT 2103
Introduction to Managerial Accounting	ACCT 2203
Principles of Management	MGMT 3183
Human Resources Management	MGMT 4113
Principles of Marketing	MKT 3213
Business Statistics or the Equivalent	BADM 3933, Math 3513, or SOC 3323
Business Communications	IS3113 or Comm3223

Healthcare Administration Core Courses

Medical Terminology and Coding	HCA 2211
Coding, Billing, and Insurance	HCA 2313
Intro to Healthcare Administration	HCA 2113
Public Health and Global Healthcare	HCA 3213
Health Care Economics	ECON 4513
Epidemiology	HCA 3443
Health Information Systems	HCA 3323
Health Information Technology (MGMT)	HCA 4523
Finance for Healthcare	HCA 3313
Quality Healthcare Programs	HCA 4113
Aging Processes and Long Term Care	HCA 3113
HCA Seminar	HCA 4952
HCA Practicum	HCA 4993

Free electives 20 hours

*Based on student needs HCA elective courses will be offered - usually online, 2nd 8 week classes.

The HCA Degree Completion Program has been initially designed and scheduled to fit students who already have completed an Associate's degree in Business, HOWEVER, students with diverse backgrounds are welcomed and encouraged to participate. Decisions concerning transfer credits will be made by the department chair.



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College of Extended Learning: Degree Completion Program

Tulsa Community College - TCC Metro campus- HCA Plan of Study

Fall Even years		
1 st 8 weeks	HCA 3443	Epidemiology
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	MGMT 4113	Human Resource Mgmt
2 nd 8 weeks	HCA 4853	HCA Elective: HC Reform
Spring Odd years		
1 st 8 weeks	HCA 3213	Public Health & Global Healthcare
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 3113	Aging Processes & Long Term Care
2 nd 8 weeks	HCA 4853	HCA Elective: Ethics & Econ in Organ Allocation
Summer Odd years		
June/July	ECON 4513	HC Economics
Fall Odd years		
1 st 8 weeks	HCA 3323	Health Information Systems
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 3313	Finance for HC Management
2 nd 8 weeks	HCA 4853	HCA Elective: HC Reform
Spring Even years		
1 st 8 weeks	HCA 4523	Health Information Technology (MGMT)
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 4113	Quality Health Care Programs
2 nd 8 weeks	HCA 4953	HCA Elective: Ethics & Econ in Organ Allocation
Summer Even years		
May Intersession	HCA 4952	HC Seminar
Arranged	HCA 4993	HC Practicum
<p>***<u>Medical Terminology</u> will be offered every Winter Intersession by NSU online and every May & August Intersession by TCC online. <u>Coding, Billing, & Insurance</u> will be offered every Fall by NSU online as a 16 week course and every Spring by NSU online as an 8 week course. <u>Intro to HCA</u> can be taken with NSU at the Tahlequah or Muskogee campus or with TCC's equivalent (BUSN 1173).</p>		

*** In order to fulfill requirements for total hours, you are required to take additional courses. Students with a non-business Associate's degree will have to complete ACCT 2103, MGMT 3183, ACCT 2203, BADM 3933, IS 3113 or COMM 3233, and MKT 3213. These classes are offered on all NSU campuses on a regular basis and via a variety of formats. Discussion with the HCA advisor will help students choose appropriate classes.

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Connors State College – NSU Muskogee campus - HCA Plan of Study

Fall Even years		
1 st 8 weeks	HCA 2113	Introduction to HCA
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 3213	Public Health & Global HC
2 nd 8 weeks	HCA 4853	HCA Elective: HC Reform
Spring Odd years		
1 st 8 weeks	MGMT 4113	Human Resource Mgmt
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 3443	Epidemiology
2 nd 8 weeks	HCA 4853	HCA Elective: Ethics & Econ in Organ Allocation
Summer Odd years		
June/July	HCA 3323	Health Information Systems
Fall Odd years		
1 st 8 weeks	HCA 3313	Healthcare Finance
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 3113	Aging Processes & Long Term Care
2 nd 8 weeks	HCA 4853	HCA Elective: HC Reform
Spring Even years		
1 st 8 weeks	HCA 4113	Quality Health Care Programs
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 4523	Health Information Technology (MGMT)
2 nd 8 weeks	HCA 4853	HCA Elective: Ethics & Econ in Organ Allocation
Summer Even years		
May Intersession	HCA 4952	HC Seminar
Arranged	HCA 4993	HC Practicum
June/July	Econ 4513	HC Economics
*** <u>Medical Terminology</u> will be offered every Winter Intersession by NSU online and every May & August Intersession by TCC online. <u>Coding, Billing, & Insurance</u> will be offered every Fall by NSU online as a 16 week course and every Spring by NSU online as an 8 week course.		

*** In order to fulfill requirements for total hours, you are required to take additional courses. Students with a non-business Associate's degree will have to complete ACCT 2103, MGMT 3183, ACCT 2203, BADM 3933, IS 3113 or COMM 3233, and MKT 3213. These classes are offered on all NSU campuses on a regular basis and via a variety of formats. Discussion with the HCA advisor will help students choose appropriate classes.

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NSU Broken Arrow – NSUBA campus - HCA Plan of Study

Fall Odd years		
1 st 8 weeks	HCA 2113	Introduction to HCA @ NSU Muskogee/CSC campus
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 3213	Public Health & Global HC
2 nd 8 weeks	HCA 4853	HCA Elective: HC Reform
Spring Even years		
1 st 8 weeks	MGMT 4113	Human Resource Mgmt
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 3443	Epidemiology
2 nd 8 weeks	HCA 4853	HCA Elective: Ethics & Econ in Organ Allocation
Summer Even years		
June/July	HCA 3113	Aging Processes and Long Term Care
June/July	ECON4513	HC Econ @ TCC Metro or NSU Muskogee/CSC
Fall Even years		
1 st 8 weeks	HCA 3323	Health Information Systems
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 3313	Healthcare Finance
2 nd 8 weeks	HCA 4853	HCA Elective: HC Reform
Spring Odd years		
1 st 8 weeks	HCA 4523	Health Information Technology (MGMT)
1 st 8 weeks	*** see advisor	3 hours guided or free elective
2 nd 8 weeks	HCA 4113	Quality Healthcare Programs
2 nd 8 weeks	HCA 4853	HCA Elective: Ethics & Econ in Organ Allocation
Summer Odd years		
May Intersession	HCA 4952	HC Seminar
Arranged	HCA 4993	HC Practicum
*** <u>Medical Terminology</u> will be offered every Winter Intersession by NSU online and every May & August Intersession by TCC online. <u>Coding, Billing, & Insurance</u> will be offered every Fall by NSU online as a 16 week course and every Spring by NSU online as an 8 week course.		

*** In order to fulfill requirements for total hours, you are required to take additional courses. Students with a non-business Associate's degree will have to complete ACCT 2103, MGMT 3183, ACCT 2203, BADM 3933, IS 3113 or COMM 3233, and MKT 3213. These classes are offered on all NSU campuses on a regular basis and via a variety of formats. Discussion with the HCA advisor will help students choose appropriate classes.

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NORTHEASTERN STATE UNIVERSITY

Catalog Supplement for Off Campus Degree Programs

This supplement is intended to highlight and clarify areas of our NSU Catalog and Schedule, for students enrolled in Off Campus Degree Completion Programs (DCP).

www.nsuok.edu/cel

It is NOT a substitution for any NSU rules and regulations as outlined in our full catalog. This can be found online at <http://catalog.nsuok.edu>

ADMINISTRATIVE AND ACADEMIC CONTACTS

Advising/Recruiting for Degree Completion Programs

Sherelle Jones, Criminal Justice jonessf@nsuok.edu
(918) 444-2139
Jordan Rozell, Healthcare Administration
(918) 444-2946 hca-dcp@nsuok.edu
Claudia Sauer, Human and Family Sciences
(918) 444-2147 sauerc@nsuok.edu

Admissions/Enrollment

Suzanne Myers, Transfer Programs
(918) 444-2137 myers@nsuok.edu
Dawn Cain, Director, Admissions and Records
(918) 444-2211 cain@nsuok.edu
Paula Page, Admissions and Records
(918) 444-2204 page@nsuok.edu

Academic Departments

Dr. Cari Keller, Dept. Chair, Criminal Justice
(918) 444-3514 kellerca@nsuok.edu
Dr. Shae Foutch, Coordinator, Health Care Administration
(918) 444-2941 colemasl@nsuok.edu
Dr. Penny Sommers, Coordinator, Human and Family Sciences
(918) 444-2967 sommers@nsuok.edu

Financial Aid

Dr. Teri Cochran, Director, Student Financial Services
(918) 444-3456 cochrant@nsuok.edu

Business Office

Ms. Sue Catron, Director, Business Affairs
(918) 444-2160 catrons@nsuok.edu

ACADEMIC CALENDAR

The academic calendar for the current semester may be found at:

<http://www.nsuok.edu/Schedules.aspx>

ADMISSION INFORMATION

You can apply for admission into NSU on-line at <http://offices.nsuok.edu/admissions/Apply.aspx> New Students should submit an application and all official, sealed transcripts at least one month prior to enrollment. For details and specific questions, contact your recruiter/advisor or contact Suzanne Myers, NSU CASE Bldg. There is a \$25 admissions fee.

Re-admission of Former Students - Students who have attended NSU, but did not enroll in the immediate past semester (summer sessions are not included), must be readmitted. Students who have enrolled in another college since attending NSU must submit official transcripts of all work attempted before readmission can be granted. For details, contact your recruiter or Suzanne Myers, Transfer Student Programs, CASE Bldg.

If you are **re-applying** to NSU you must submit the application online.

Veterans - All persons receiving VA benefits must report to the [Veteran Education Office](#) (CASE Building, Upper Level) upon completion of enrollment. Questions can be directed to Paula Page, Veteran's Coordinator, 918-444-2204 or page@nsuok.edu.

To Cancel Enrollment

If you cannot attend NSU after you enroll, it will be necessary to withdraw prior to the beginning of classes by contacting the Office of Admissions and Records, 918-444-2200.

Students who enroll in a class or classes and never attend may be administratively withdrawn (AW) from the course or courses. The administrative withdrawal (AW) could be done from the third week through the tenth week of 16 week classes. Classes on other formats (8 week, 4 week, etc.) will be based on the same percentages of completion for the time frame an administrative withdrawal can be processed.

Students who are administratively withdrawn will be responsible for payment and repaying any financial aid received for the course(s) that must be returned to the provider. The \$25 application fee will not be reimbursed.

PAYMENT/FINANCIAL AID INFORMATION

Due dates for fees can be found in the Academic Calendar: <http://www.nsuok.edu/Schedules.aspx>. If payment is not paid when due, late fees will be assessed and a hold will be placed on any future enrollment and on your academic records. The late fee for tuition and fees is \$20 the first month and \$10 for each month thereafter. Talon charges must be paid in full by the 15th of the following month to avoid a late fee.

If your employer will be paying for your classes/fees/books please let your recruiter/advisor know, it is very important that this information is shared when you enroll.

Pay by Mail—Make checks payable to Northeastern State University

Mail check to:

Northeastern State University

Office of Business Affairs
Tahlequah, OK 74464-2399

Pay by Credit Card

Northeastern accepts American Express, Discover, MasterCard and Visa cards for payment. Log on to NSU [goNSU](#) to pay by credit card on our secure website to pay by credit card, or call (918) 458-2160 with your card number and expiration date.

Financial Aid

Follow the link below to answer general questions about NSU Financial Aid, and to access the online FAFSA application or student aid. However, please direct ALL questions through your recruiter or through Transfer Student Programs, as the Off Campus Degree Programs have special instructions.

<http://offices.nsuok.edu/financialaid/CompleatetheFAFSA.aspx>

If you have financial aid, it may be used to pay your tuition and fees. At the end of the first week of classes, your financial aid will be applied directly to your outstanding tuition, fees, book charges, housing, etc. Any excess fund will be distributed through the NSU Green Card.

NSU disburses all refunds to students electronically. Students are mailed a debit card called the NSU Green Card. Please do not throw this card away. The numbers from this card are used by the student to activate their information with a banking services company named Higher One. As a part of this activation, the student will indicate whether they wish to open a free checking account with Higher One or if they prefer to have any refunds routed directly to an existing checking or savings account. More information may be found at www.nsuok.edu/nsugreencard.com.

Review Your Account

You can view all of your account activity through the goNSU option at www.nsuok.edu. Call 918-458-2160 to discuss details of your account with a student account specialist.

Refunds for complete and Partial Withdrawals

Refunds are calculated based on the day the official withdrawal is filed in the Registrar's Office (in person, by fax or by post mark date), not when the student stopped attending classes.

16 week class - First day of class through the tenth business day

8 week class - First day of class through the fifth business day

4 week class - First day of class through the third business day

2 week class - First day of class through the second business day

Weekend course - First day of class

Class Schedule Changes (add/drop) - Changes in schedule during the add/drop period will result in full charges for courses added and full refund for courses dropped. Refunds will not be made after the defined add/drop period.

Return of Title IV Funds Refund Date

Financial Aid recipients who completely withdraw from classes PRIOR to the refund date will be required to repay Financial Aid. Financial Aid recipients who completely withdraw from classes AFTER this date will not be required to repay Financial Aid.

See the Academic Calendar for dates for the current semester:

<http://www.nsuok.edu/Schedules.aspx>

Collection Costs - Unpaid accounts receivable may be assigned for collection. If an account is assigned, any collection costs, court costs, and/or attorney's fees necessary to collect the amount owed will be added to the balance due. The balance due may be reported to national credit bureaus, which may adversely affect credit ratings. A hold will be placed on university records and future enrollment until the balance is paid in full.

DEGREE PLANS

Degree plans will remain in effect provided the student has had continuous enrollment. Students who have been out three semesters must file a new degree plan and will be subject to any new degree requirements.

Transfer credit- All students must have 124 hours of college work to graduate. General Education requirements can be met in a variety of ways and coursework from other colleges in Oklahoma is transferable. **Students must have at least 60 hours at a four-year university, 40 hours of upper level (3000 and 4000 level) class work, 55 hours of Liberal Arts credits, and 30 hours must be done at NSU.** The NSU transfer guide may be found at:

<http://offices.nsuok.edu/admissions/Admission/TransferStudent/TransferofCredit.aspx>

Decisions concerning transfer of courses that are not on the transfer guide will be made by the appropriate department chair.

For catalog course descriptions, see the NSU catalog at

<http://catalog.nsuok.edu/>

TEXTBOOK INFORMATION

Students can access textbook information such as ISBN number and cost at the [NSU RiverHawk Shoppe](#) website <http://nsuok.bncollege.com/> or under the textbook link or at www.yourschoolyourbookstore.com.

STUDENT RESPONSIBILITY

Students are personally responsible for completing all requirements established for their degrees by the university, college, and department. A student's advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard.

CLASS SCHEDULES

College of Extended Learning Degree Completion Programs

The following programs are being offered:

Criminal Justice (CJ)/ Legal Studies Minor

Human and Family Sciences (HFS)

Healthcare Administration (HCA)

Go to www.nsuok.edu/ce1 for specific schedules

For a Schedule of ALL NSU Classes, go to:

<http://www.nsuok.edu/Schedules.aspx>

TRANSCRIPT REQUESTS

Unofficial Transcripts

Current students can see their unofficial transcripts by using goNSU at: www.nsuok.edu

Official Transcripts

All transcript requests must be in writing (with the student's signature). E-mail requests are not accepted at this time.

In order to facilitate locating the correct record, please include as much of the following information as possible when requesting your transcript or use the official transcript request form found at:

<http://offices.nsuok.edu/admissions/TranscriptRequest.aspx>

Full Name (Your name as it is now and as it was when you were enrolled at NSU, if different)

Dates of Attendance

Social Security Number and/or Student ID Number

Birth date

Full Address(es) where transcript(s) are to be sent, plus your return address

Be sure you sign your request (signature is required because of the Federal Educational Rights and Privacy Act).

Send your request to:

Northeastern State University

Office of Admissions and Records

ATTN: Transcript Department

Tahlequah, OK 74464-2399

Or you may fax your request (be sure to sign your fax) to 918-458-2342.

We can accept a faxed request but we cannot fax your transcript anywhere. We must send the transcript through the mail.

DIPLOMA REQUEST

Please complete the appropriate form and mail it and the fee to:

Office of Admissions and Records

601 N. Grand Ave.

Tahlequah, OK 74464-2399

Forms are found on-line at <http://offices.nsuok.edu/admissions/GraduationForm.aspx>

UNIVERSITY NOTICE

Please register early. Courses are subject to cancellation due to low enrollment. All information is subject to change.

For more information about accreditation, degrees conferred, boards of control, and transfer of credits from other institutions, see our full catalog for policy and procedures.

<http://catalog.nsuok.edu>