


TO: The Senate

From: Donna Bialik, Chair   
Curriculum Review Subcommittee

Subj: BSHSM

Date: June 6, 1994

The Curriculum Review Subcommittee has completed its review of the proposed B.S. in Health Services Management and finds that the Senate need not review the proposed degree.

**COVER PAGE**

INSTITUTION: Indiana University

COLLEGE: School of Public and Environmental Affairs

DEPARTMENT: Public and Environmental Affairs

DEGREE PROGRAM TITLE: Health Services Management

FORM OF RECOGNITION TO BE AWARDED/DEGREE CODE: Bachelor of Science Health Services Management/400

SUGGESTED CIP CODE: 440101

LOCATION OF PROGRAM/CAMPUS CODE: Indiana University-Purdue Univ. Fort Wayne  
Indiana University Northwest  
Indiana University South Bend

PROJECTED DATE OF IMPLEMENTATION: August 1995

DATE PROPOSAL WAS APPROVED BY INSTITUTIONAL BOARD OF TRUSTEES: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZING INSTITUTIONAL OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE RECEIVED BY COMMISSION FOR HIGHER EDUCATION

\_\_\_\_\_  
COMMISSION ACTION

\_\_\_\_\_  
DATE

**ABSTRACT**

**Bachelor of Science in Health Services Management**

**On Campus**

**Indiana University-Purdue University Fort Wayne  
Indiana University Northwest  
Indiana University South Bend**

**OBJECTIVES:** To prepare students for management positions in hospital service departments, corporate medical departments, Health Management Organizations, public and private health care delivery organizations, and to prepare students for graduate study in health administration.

**CLIENTELE TO BE SERVED:** Students and professionals with associate degrees in clinical health sciences who wish to further their training in health services administration. Students may be full-time or part-time as they pursue a Bachelor of Science in Health Services Management (BSHSM).

**CURRICULUM:** A total of 120 credit hours is required to complete the BSHSM. Students are prepared in health service administration as part of the core and concentration requirements.

- 12 credits: Management Core Requirements
- 39 credits: Required General Education
- 27 credits: Health Service Concentration Requirements
- 42 credits: Associate Degree Program and General Elective Requirements

Students will not be required to complete an internship or practicum for the BSHSM.

**EMPLOYMENT  
POSSIBILITIES:**

- Hospital Administration
  - Corporate Health Services Representatives
  - Personnel Representatives
  - Business Managers
  - Community Liaison Representatives
  - Senior Program Representatives for Health Services
  - Director of Volunteers
  - Special Unit Directors and Department Heads
- Nursing Home Administration
  - Special Unit Directors and Department Heads
- Health Management Organizations
- Home Health Care Administration

## B. Program Description

### 1. Describe the proposed program and state its objectives.

The general objective of the BSHSM degree program is to provide baccalaureate level professional education in management and administration for students who hold an associate degree in nursing, dental hygiene or technology, or one of the allied health sciences. The degree is designed to complement existing associate degree programs in clinical health sciences by providing substantial training and education in health services management and administration.

The objectives of the proposed program are to prepare students for:

- a. management positions in hospital service departments;
- b. entry level positions in public and private health care delivery organizations;
- c. entry level management positions in corporate medical departments;
- d. entry level positions in alternative health care delivery organizations such as health maintenance organizations (HMOs), home health care agencies and preferred provider organizations (PPOs); and
- e. graduate study in health administration.

The BSHSM draws from the substantial management and administration curriculum of the School of Public and Environmental Affairs (SPEA) and adds special classes in health management and administration to produce highly-trained health management specialists. Students who enter the program are expected to be fully trained in their technical (clinical nursing, radiology, dental hygiene, occupational therapy, medical laboratory technology, medical records, etc.). To this, the BSHSM adds training in management science, financial planning and management, statistics, and computer usage. BSHSM graduates are not only trained in basic concepts of economics, finance, and management, but they must also be familiar with applications of these disciplines to the health area: health care financing, health economics, and the management of health institutions. Lastly, students are also expected to develop an understanding of the dynamics of the health care system in the United States and the interrelationships between these components and the health policy process.

### 2. Describe admission requirements, anticipated student clientele, and student financial support.

- a. Admission requirements will be those that are usually required for undergraduate admission to Indiana University Northwest, Indiana University at South Bend, and Indiana University-Purdue University Fort Wayne and for entry into the undergraduate programs of the School of Public and Environmental Affairs.
- b. Students applying for the BSHSM degree must have earned an Associate of Arts or Associate of Science degree in nursing, allied health, dental hygiene or technology, or a similar clinical discipline from an accredited university or college.
- c. The degree program will serve the needs of part-time students, full-time students, currently employed professionals, and others who have completed an associate degree program in a clinical health science and have a desire to complete their undergraduate education in the management of health care delivery.
- d. Enrollments are not expected to be limited. Admission to the program can occur at any semester. Should a need develop to limit enrollments, the criteria to be used for selecting applicants would include academic qualifications, course work completed, and date of application.
- e. The majority of the students in this degree program are expected to be already employed in the health services sector. However, those applicants interested in full-time attendance in the program will be provided the opportunity to receive internal and external financial support as any undergraduate student at the respective campuses of Indiana University.

### 3. Describe the proposed curriculum.

a. Describe requirements involving credit hours, credit hour distribution, field experiences, etc.

The BSHSM degree is a 120 credit hour degree intended for people who hold an associate degree from an accredited institution and have experience in a health care field. Students who complete this degree are eligible to sit for the Long Term Care Administrators Examination after they have fulfilled the Administrator-in-Training requirement. Transfer credits would also be possible from other similar programs. The respective campuses will design their curricula to conform to the specific course offerings available locally. Course work would be generally distributed in the following manner:

1) GENERAL EDUCATION REQUIREMENTS (13 courses)

a) Communications (3 courses)

English W131 Elementary Composition (3 cr.)  
 English W231 Professional Writing Skills (3 cr.) or  
 English W232 Introduction to Business Writing (3 cr.)

ONE of the following speech courses:

COM 114 Fundamentals of Speech Communications (3 cr.)  
 COM 323 Business and Professional Communication (3 cr.)  
 Speech S121 Public Speaking (3 cr.)  
 Speech S122 Interpersonal Communication (3 cr.)  
 Speech S223 Business and Professional Communication (3 cr.)  
 Speech S228 Argumentation and Debate (3 cr.)  
 Speech S229 Discussion and Group Methods (3 cr.)  
 COMM C110 Fundamentals of Speech Communications (3 cr.)  
 COMM C180 Introduction to Interpersonal Communication (3 cr.)  
 COMM C223 Business and Professional Communication (3 cr.)  
 COMM C227 Argumentation and Debate (3 cr.)  
 COMM C228 Discussion and Group Methods (3 cr.)

b) Arts and Humanities (one course)

One course from any of the following subject areas:

Afro-American	history
classical studies	history and philosophy of science
communication and theater	musicology and music history
comparative literature	philosophy
English	religious studies
fine arts	speech
folklore	theater and drama
foreign languages and literature	

c) Social Sciences (4 courses)

EACH of the following courses:

Economics E201 or  
 E103 Introduction to Microeconomics (3 cr.)  
 Economics E202 or  
 E104 Introduction to Macroeconomics (3 cr.)  
 Political Science Y103 Introduction to American Politics (3 cr.)

ONE Approved course from the following areas: (3 cr.)

Anthropology, Geography, Journalism, Political Science, Psychology,  
 Sociology

d) Natural Science (2 courses)

Biology A215 Basic Human Anatomy (5 cr.)  
 Biology N212 Human Biology (2 cr.) and  
 Biology N213 Human Biology Lab (1 cr.)  
 Biology N214 Human Biology (2 cr.) and  
 Biology N215 Human Biology Lab (1 cr.)  
 Biology P261 Human Anatomy and Physiology I (4 cr.)  
 Biology P262 Human Anatomy and Physiology II (4 cr.)  
 Biology 203 Human Anatomy and Physiology (4 cr.)  
 Biology 204 Human Anatomy and Physiology (4 cr.)

e) Quantitative Methods (3 courses)

ONE of the following computer courses:

Business K201 The Computer in Business (3 cr.)  
 CSCI A106 Introduction to Computing (3 cr.)  
 CSCI C106 Introduction to Computers and Their Use (3 cr.)  
 CSCI C201 Introduction to Computer Science (3 cr.)  
 CSCI 201 Computer Literacy: Applications and Concepts (3 cr.)  
 CIS 106 Introduction to Computers (3 cr.)  
 CIS 107 Personal Computers (3 cr.)  
 or approved option

ONE of the following mathematics courses:

MATH M118 Finite Mathematics (3 cr.) or  
 MA 213 Finite Mathematics (3 cr.)  
 MATH M119 Brief Survey of Calculus (3 cr.)  
 MATH 163 Integrated Calculus and Analytic Geometry I (5 cr.)  
 MATH M215 Calculus I (5 cr.)  
 or approved option

ONE of the following statistics courses:

SPEA/Mathematics/Psychology K300 Statistical Techniques (3 cr.)  
 Business E270 Introduction to Statistical Theory (3 cr.)  
 or approved option

2) MANAGEMENT CORE (4 courses)

SPEA V346 Intro to Government Accounting and Financial Reporting (3 cr.)  
 SPEA V348 Management Science and Policy Analysis Methods (3 cr.)  
 SPEA V360 Public Management (3 cr.)  
 SPEA V366 Managing Behavior in Public Organizations (3 cr.)  
 or approved option

3) HEALTH SERVICES MANAGEMENT CONCENTRATION (9 courses)

SPEA H316 Environmental Health (3 cr.)  
 SPEA H320 Introduction to Health Administration (3 cr.)  
 SPEA H322 Principles of Epidemiology (3 cr.)  
 SPEA H352 Health Finance and Budgeting (3 cr.)  
 SPEA H371 Human Resource Management in Health Care Facilities (3 cr.)  
 SPEA H402 Hospital Administration (3 cr.)  
 SPEA H411 Long Term Care Administration (3 cr.)

SPEA H441 Legal Aspects of Health Care Administration (3 cr.)  
SPEA H455 Topics in Public Health: Marketing (3 cr.) or  
SPEA V450 Marketing for Health and Nonprofit Organizations (3 cr.)  
SPEA H455 Topics in Public Health: Health Care Economics (3 cr.)  
SPEA H474 Issues in Public Health (3 cr.)

4) ELECTIVES

Sufficient additional courses to meet the Bachelor of Science in Health Services Management requirement of 120 credit hours. Credit may be awarded for courses successfully completed as part of an associate degree program.