

1990

# Master of Science in Health Service Administration for Working Professionals

Nova University

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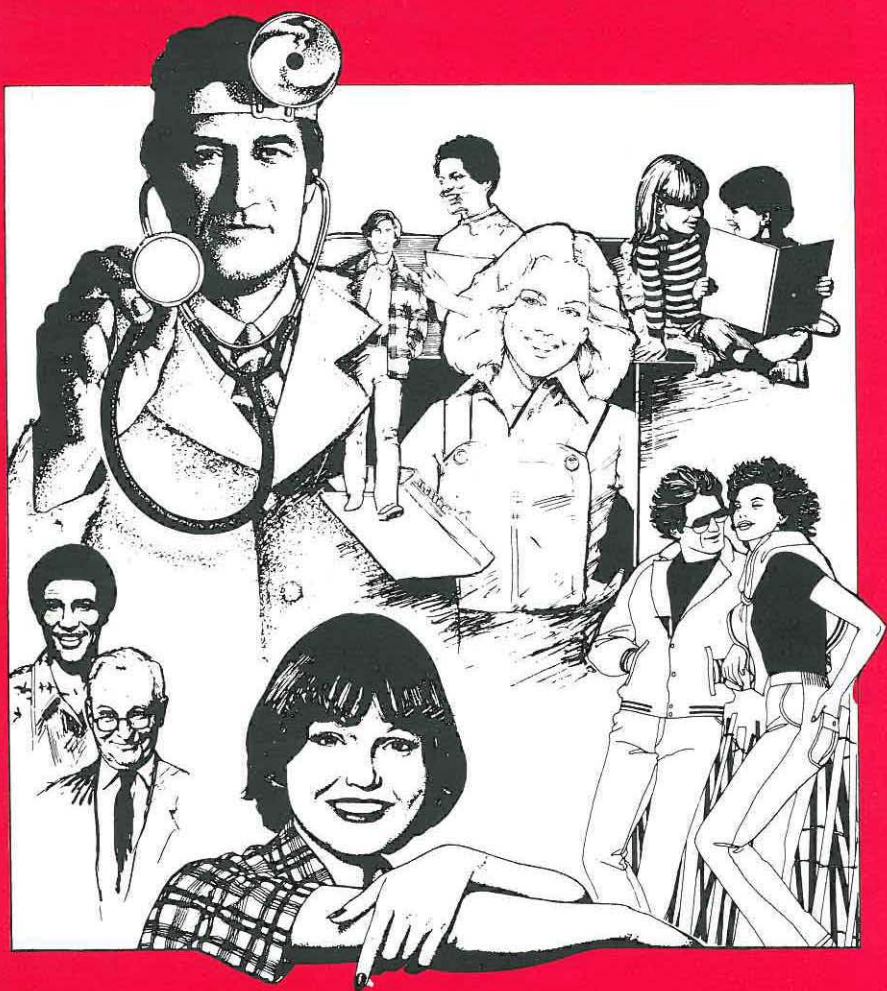
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# MASTER OF SCIENCE IN HEALTH SERVICES ADMINISTRATION

FOR WORKING ADULT  
PROFESSIONALS



NOVA UNIVERSITY  
The Friedt School of Business and Entrepreneurship

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## **M.S./HEALTH SERVICES ADMINISTRATION - CURRICULUM PROFILE**

		Credits
GMP 5020	Organizational Behavior and Development . . . .	3
GMP 5420	Current Issues in Health Services . . . . .	3
GMP 5443	Economics of Health Services . . . . .	3
GMP 5440	Health Policy and Planning . . . . .	3
GMP 5430	Health Administration and Management . . . . .	3
GMP 5435	Health Care and the Law . . . . .	3
GMP 5470	Planning, Budgeting, and Control . . . . .	3
GMP 5445	Health Research and Evaluation . . . . .	3
GMP 5951	Computer Application in Health Care Administration . . . . .	3
GMP 5461	Contract Management and Administration . . . . .	3
GMP 5410	Health Systems: Structure and Organization . .	3
GMP 5080	Financial Management . . . . .	3
GMP 5109	Internship, or	
GMP 5100	Master's Project , or	
GMP 5102	Productivity Improvement Workshop . . . . .	4

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## **M.S./HEALTH SERVICES ADMINISTRATION FOR WORKING ADULT PROFESSIONALS**

### **PROGRAM OBJECTIVES**

The Nova University M.S./H.S.A. degree program is an innovative program featuring learning and delivery systems designed for adult working professionals who desire to increase their management effectiveness. The program curriculum consists of management courses and specialized courses in the health services field. Students who have practical health services experience complete their degree by writing a four-credit research project or by participating in a week-long workshop dealing with productivity improvement on the main campus.

Students without previous health services experience complete their degree by serving an internship.

### **PROGRAM PHILOSOPHY**

The program emphasizes an activist, interventionist mission to serve the professional, developmental, and educational needs of a broad segment of public and private sector health service institutions. The overriding goal of the program is to enhance the administrative effectiveness and productivity of managerial and pre-managerial personnel.

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## **PROGRAM SCHEDULE**

The program utilizes the nontraditional weekend format with class meetings on Friday evenings and Saturdays, both on campus and at locations convenient to the student's home. Classes are scheduled in thirteen-week blocks or semesters, with each course meeting every second to third weekend. Students generally enroll in two courses per block. The entire degree program may be completed in as few as 21 month. Courses are scheduled in logical sequence so that a student is able to track her/his entire program at the time of admission to the program. The program can be delivered on location to a minimum of 15 students.

## **FACULTY**

All M.S./H.S.A. courses are taught by professors with advanced academic qualifications as well as practical experience in the health service field. A national core adjunct faculty augments Nova's full-time professional staff. The diverse backgrounds and years of experience of the faculty facilitate in-depth discussion across a broad spectrum. A special effort is made to integrate practical with theoretical points of view.

## **DEGREE REQUIREMENTS**

To complete the M.S./H.S.A. program a student with health service experience is required to complete successfully 40 specified credit hours of study. A master's project or capstone workshop dealing with productivity improvement is included in the 40 credits. A student without any health service experience enrolls in an internship.





## PROGRAM ADMISSION REQUIREMENTS

1. Applicants must hold a baccalaureate degree from a regionally accredited college or university;
2. Have earned three semester hours of undergraduate or graduate work in each of the following categories: accounting, government or political science, and psychology;
3. Perform satisfactorily on the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE);
4. Provide three letters of recommendation;
5. Submit a completed application form accompanied by a \$30 application fee.

## PROGRAM TUITION AND FEES

Application Fee (non-refundable)	\$ 30.00*
Registration Fee (per term)	\$ 20.00*
Tuition per credit hour	\$175.00*
Graduation Fee	\$ 30.00*

*\*Tuition and fees are subject to change without notice.*

## FINANCIAL ASSISTANCE

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor at the University. In many cases tuition is reimbursed by employees.

## TRANSFER POLICY

M.S./H.S.A. applicants are permitted to transfer up to six credits (two courses) from work completed in master's programs at other accredited institutions. The transferred credits must have been completed within the last five years with a grade of "B" or better and bear an equivalent course content and level to the Nova coursework. Application for transfer credit must be made at the time of admission to the program.

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## **COURSEWORK AND OPTIONAL WORKSHOP DESCRIPTION FOR THE M.S./H.S.A. PROGRAM\***



### **GMP 5020 Organization Behavior and Development 3cr.**

The student will study topics such as communication, motivation, leadership, and career development within an organization. Some discussion will be directed toward the reorganization of workplaces, organizations and the dimensions of human behavior in the work environment.

### **GMP 5420 Current Issues in Health Services 3cr.**

This course is a special topics course that will allow students the opportunity to investigate up to three topics of particular concern to the health field. Sample topics include but are not limited to: National Health Insurance, Legal/Ethical Issues of Health Care, Health Regulation, Quality Assurance. Prerequisites: All core coursework completed.

### **GMP 5443 Economics of Health Services 3cr.**

Every student will demonstrate an understanding of the laws and principles of economics at the micro and macro levels and their impact on health service organizations. Topics to be studied include national health insurance plans and national health policies.

### **GMP 5440 Health Policy and Planning 3cr.**

Topics include planning theory and the history of health planning beginning with the Hill-Burton comprehensive health plan. Also reviewed are state policies governing certificate of need and rate review.

### **GMP 5430 Health Administration and Management 3cr.**

This course is a study of administrative policies and management in a variety of healthcare facilities including hospitals, long-term care facilities, and out-patient facilities. Learning the skills of effective administration such as communication and in-service education are included.

### **GMP 5435 Health Care and the Law 3cr.**

This course examines various court cases affecting the health care professions in the rendering of services. Preventing litigation by recognizing hazards and their legal implications and understanding the legal implications of laws and regulations are among the topics.

### **GMP 5470 Planning, Budgeting, and Control 3cr.**

This course offers a comprehensive overview of the management functions and planning, budgeting, and control from the prospective of the health care administrative. Emphasis will be placed on developing skills with a strong base in strategic planning, financial planning, and budget preparation.

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**GMP 5445 Health Research and Evaluation 3cr.** This course introduces the student to the most common methods of research. Special attention will be devoted to students' understanding and interpreting typical research reports in the health care field. The student will also prepare a research project by identifying a problem, and by developing hypotheses.

**GMP 5951 Computer Application in Health Care Administration 3cr.** This course reviews the use of computers in the health care industry. The student will learn different types of computer systems and the use of software packages

**GMP 5461 Contract Management and Administration 3cr.** The course covers the many responsibilities of contract administrators including the purchaser's role in an organization. Among the topics are the processes involved in planning and working with vendors, the analysis and selection of materials and equipment, and the legal considerations of contracts.

**GMP 5410 Health Systems; Structure and organization 3cr.** Students will review various forces that create, implement, and control health care policy including political, financial, and demographic elements. The course also includes a review of the processes through which public policies, statutes, and regulations governing health care are formulated and implemented at the state and local levels

**GMP 5080 Financial Management 3cr.** Some of the fundamentals of the course include capital building, cost of capital, optional capital structure, and the rate of a return analysis. Students will be able to evaluate and select corporate assets.

**GMP 5109 Internship 4cr.**

OR

**GMP 5100 Master's Project 4cr.** The master's projects is the development and preparation of an independent research project. Prerequisite: Completion of all required courses.

OR

**GMP 5102 Productivity Improvement Workshop 4cr.**  
(Offered only on the Main Campus)



## **M.S./HEALTH SERVICES ADMINISTRATION FOR WORKING ADULT PROFESSIONALS**

Nova University, The Friedt School of Business and Entrepreneurship,  
3301 College Ave., Ft. Lauderdale, Florida 33314 (305) 475-7475

Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans' educational benefits. This school is authorized under Federal Law to enroll non-immigrant alien students. The Nova University general policies on Student Relations are on file in the Office of the Registrar.

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.