

COURSE DESCRIPTION:

Core Curriculum

Financial Accounting (3 credit hours): This course emphasizes accounting cycles, accruals, current assets and liabilities, long-term assets and liabilities, stockholders' equity, and cash flow statements. It also presents concepts of financial statements for external users.

Principles of Management (3 credit hours): This course is an introduction to the field of management, fundamentals of planning, organizing, staffing, directing, and controlling as utilized in the world of business management and organization.

Health Care Marketing (3 credit hours): This course examines the theory of marketing and provides techniques for the planning and marketing of health services, programs and organizations to different population groups including strategies for outreach activities. The course will explore relationships between planning and marketing and the history and methods of area-wide and institutional planning.

Fundamentals of Dental Practice Management (6 credit hours): This course will introduce students to dental terminology, successful patients-dentists-insurance communication, and major dental software/s. The course culminates with the applied practical project where students have an opportunity to employ classroom knowledge in real life situations of the dental practices.

Major Electives

US Health Care System: an overview of health care system components – needs and health status, access and utilization, facilities, personnel, alternative delivery systems and health care quality. The course promotes an understanding of the environment that thrives on continuing adaptation to change.

Insurance and Reimbursement: In-depth examination of insurance and reimbursement practiced in today's healthcare industry, their history, current status, and their future. Topics include private and public insurance systems, prospective and retrospective reimbursement, managed care, current trends, and contracting.

Legal Aspect of Health Care Administration: This course is designed to examine the major legal aspects of hospital and health care administration and to provide students

with practical knowledge necessary to identify legal issues and to understand the legal ramifications of strategic decisions. It is also designed to familiarize students with the emerging health care policies that courts are likely to confront.

Health Care Human Resources Management: This course offers a review of the principles and practices essential for the development and management of an effective personnel program in health care agencies and institutions. It covers employee recruitment, selection, training, promotion and separation, as well as compensation, labor regulations, legal framework of bargaining, contract administration and grievance procedures. Techniques of supervision and issues such as professionalism, career paths, safety and environmental health regulations, and the impact of unionization on health care institutions also receive attention.

*Electives would be offered on the rotation basis.