

5500 University Parkway  
San Bernardino, CA 92407

September 29, 2011

Ms. Victoria Anderson  
Guidance Counselor  
Norte Vista High School  
6585 Crest Ave. ← spell out  
Riverside, CA 92503

Dear Ms. Anderson:

If your students are squeamish at the mere thought of blood, guts, and sharp instruments then general surgery is probably not a career option for them. But if they are interested in the exciting field of health care, they do have the option of pursuing a degree in Health Care Administration. The ever growing demand for health care delivery systems in local communities and across the nation requires the skills and talents of not just doctors, nurses and surgeons. Other types of health care professionals are also in high demand, including Health Care Administrators.

Health care administrators plan, direct, or coordinate medical and health services in hospitals, clinics, and managed care organizations such as Kaiser Permanente or similar organizations. Graduates can also pursue careers in governmental health care such as local and state departments of health, US Public Health Services or international health organizations.

Typically, bachelor degree graduates with little or no industry experience start out as administrative assistants or department heads. Healthcare Administrators can advance in the industry and increase their earning potential as they take on additional responsibilities. This can occur through promotion or by accepting a position at a larger facility.

According to the US Department of Labor- Bureau of Labor Statistics web site, earnings in this occupation vary depending on the size of the facility and level of responsibility, with those employed at hospitals earning the highest salary/wage. Annual earnings for health care managers can range from \$ 51,280 to \$144,280.

In general, to obtain a Bachelor of Science degree in Health Science with concentration in Health Care Administration takes four years. At the California State University system, the Healthcare Management degree requires 180-187 units of coursework. The program covers general education, health science and business subjects. In addition, students must maintain a minimum grade point average of 2.0 in all coursework. This degree can also be combined with a minor in business with concentrations in accounting, finance, economics and other business related areas.

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In conclusion, the Health Care field does not necessarily require students to attend medical school. Healthcare Administration is one such option for students that wish to go into a rewarding and well paid profession in the health care industry. It takes about four years to complete a degree in Health Care Administration and there are a number of Universities that offer this program. High School students in the Inland Empire can take advantage of having a local university offering this program through the Department of Health Science and Human Ecology at the California State University of San Bernardino.

If you need further information please contact me at [cuevm306@coyote.csus.edu](mailto:cuevm306@coyote.csus.edu). Your students may also visit <http://health.csusb.edu/> for further information on the Health Care Management program at the California State University of San Bernardino.

Sincerely,

A handwritten signature in black ink that reads "Martha Cuevas". The signature is written in a cursive style with a large initial "M".

**Martha Cuevas**  
**Healthcare Management Undergraduate Student**