

# Health Care Administration (HCA)

---

## **HCA 1000 Introduction to Health Care Administration .....3 Credit Hours**

**Prerequisite:** Completion of ENG 1510 ENG 1510E ENG 1510S ENG 1520 or ENG 2200 with a grade of 'C' or better; or consent of program coordinator.

The student will be introduced to the basic administrative aspects of health care facilities. The student will discuss the roles of Medicare and Medicaid, components of licensing and certification; administrative responsibilities, physical plant design, patient safety and social services. The various types of health care facilities will also be examined. BILLABLE CONTACT HOURS: 3

## **HCA 1110 Health Facility Maintenance and Sanitation .....3 Credit Hours**

**Prerequisite:** HCA 1000 with a grade of 'C' or better and completion of ENG 1510 ENG 1510E ENG 1510S ENG 1520 or ENG 2200 with a grade of 'C' or better or consent of program coordinator.

The student will become familiar with state and federal requirements and regulations, certificate of need requirements, preventive maintenance, safety programs, physical plant requirements, sanitation and infection control as they relate to the welfare of patients. Field trips will be included. BILLABLE CONTACT HOURS: 3

## **HCA 1210 Principles of Nursing Home Operations .....3 Credit Hours**

**Prerequisite:** HCA 1000 with a grade of 'C' or better and completion of ENG 1510 ENG 1510E ENG 1510S ENG 1520 or ENG 2200 with a grade of 'C' or better or consent of program coordinator.

The student will acquire an understanding of levels of patient care, staffing requirements, psychological aspects of patient care, recreational programming including occupational therapy, purchasing and inventory control, medical record systems and food service management. BILLABLE CONTACT HOURS: 3

## **HCA 1230 Patient Care and Auxiliary Relationships in Health Care Facilities .....3 Credit Hours**

**Prerequisite:** HCA 1000 with a grade of 'C' or better and completion of ENG 1510 ENG 1510E ENG 1510S ENG 1520 or ENG 2200 with a grade of 'C' or better or consent of program coordinator.

The student will gain insight into the problems and practices of patient care, state regulations, rehabilitation concepts, environmental health, food administration, recreational programming, and utilization review. BILLABLE CONTACT HOURS: 3

## **HCA 2100 Personnel Management in Health Care Facilities .....3 Credit Hours**

**Prerequisite:** HCA 1000 with a grade of 'C' or better and completion of ENG 1510 ENG 1510E ENG 1510S ENG 1520 or ENG 2200 with a grade of 'C' or better or consent of program coordinator.

The student will gain an understanding of management principles and skills practiced for the health care industry. The student will apply these principles to recruitment and personnel selection, training and development, organization, labor relations, techniques of motivation and communication and appraisal programs. BILLABLE CONTACT HOURS: 3

## **HCA 2150 Labor Practices in Health Care Facilities .....2 Credit Hours**

**Prerequisite:** HCA 1000 with a grade of 'C' or better and completion of ENG 1510 ENG 1510E ENG 1510S ENG 1520 or ENG 2200 with a grade of 'C' or better or consent of program coordinator.

The student will develop skills and techniques needed in employer/employee relations unique to the health care field. The student will be able to design grievance procedures, interact with union representatives, negotiate and implement contracts and mediate disputes. BILLABLE CONTACT HOURS: 2

## **HCA 2200 Fiscal Management in Health Care Facilities .....3 Credit Hours**

**Prerequisite:** HCA 1000 with a grade of 'C' or better and completion of ENG 1510 ENG 1510E ENG 1510S ENG 1520 or ENG 2200 with a grade of 'C' or better or consent of program coordinator.

The student will learn and apply accounting techniques to budgeting, cost controls and cost analysis in the health care facility. The student will also become familiar with the principles of the reimbursement formulas and various types of insurance coverage. BILLABLE CONTACT HOURS: 3

## **HCA 2250 Legal Aspects of Health Service Management .....3 Credit Hours**

**Prerequisite:** HCA 1000 with a grade of 'C' or better and completion of ENG 1510 ENG 1510E ENG 1510S ENG 1520 or ENG 2200 with a grade of 'C' or better or consent of program coordinator.

The student will become familiar with the legal and historical background of the health care field, corporate liability, negligence, and malpractice concepts. Emphasis will be placed on methods of preventing legal action rather than on defense. The student will also gain an understanding of ethical conduct related to patient care. BILLABLE CONTACT HOURS: 3

## **HCA 2300 Problems and Policies of Health Care Facilities .....3 Credit Hours**

**Prerequisite:** HCA 1000 with a grade of 'C' or better and completion of ENG 1510 ENG 1510E ENG 1510S ENG 1520 or ENG 2200 with a grade of 'C' or better or consent of program coordinator.

The student will gain insight into the role of the health care facility in relation to the patient, the patient's family, the community and other related facilities. The student will discuss problems and policies relating to medical staff relationships, absenteeism, vandalism and patient abuse. The student will also be able to write a typical policy manual. BILLABLE CONTACT HOURS: 3

## **HCA 2401 HCA Externship .....1 Credit Hour**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** Completion of Major Requirements in Health Care Administration Program and consent of instructor.

An externship will be required for students. The students will be assigned to selected health care facilities. A weekly seminar will be required to assess goals and discuss progress. BILLABLE CONTACT HOURS: 1

## **HCA 2402 HCA Externship .....2 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** Completion of Major Requirements in Health Care Administration Program and consent of instructor.

An externship will be required for students. The students will be assigned to selected health care facilities. A weekly seminar will be required to assess goals and discuss progress. BILLABLE CONTACT HOURS: 2

**HCA 2403 HCA Externship .....3 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** Completion of Major Requirements in Health Care Administration Program; and consent of instructor.

An externship will be required for students. The students will be assigned to selected health care facilities. A weekly seminar will be required to assess goals and discuss progress. BILLABLE CONTACT HOURS: 3

**HCA 2404 HCA Externship .....4 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** Completion of Major Requirements in Health Care Administration Program and consent of instructor.

An externship will be required for students. The students will be assigned to selected health care facilities. A weekly seminar will be required to assess goals and discuss progress. BILLABLE CONTACT HOURS: 4

**HCA 2405 HCA Externship .....5 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** Completion of Major Requirements in Health Care Administration Program and consent of instructor.

An externship will be required for students. The students will be assigned to selected health care facilities. A weekly seminar will be required to assess goals and discuss progress. BILLABLE CONTACT HOURS: 5

**HCA 2406 HCA Externship .....6 Credit Hours**

**ESL Placement Level:** For English-as-a-Second-Language (ESL) students, placement in ESL 2520.

**Prerequisite:** Completion of Major Requirements in Health Care Administration Program and consent of instructor.

An externship will be required for students. The students will be assigned to selected health care facilities. A weekly seminar will be required to assess goals and discuss progress. BILLABLE CONTACT HOURS: 6