

Health Care Administration (HCA)

HCA 1000 Introduction to Health Care Administration3 Credit Hours

Corequisite: ENG 1510 ENG 1510E or ENG 1510S (Recommended)

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 Sanitation3 Credit Hours

Corequisite: HCA 1000 or consent of program coordinator. (Required)

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 Operations3 Credit Hours

Corequisite: HCA 1000 or consent of program coordinator. (Required)

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 Facilities3 Credit Hours

Corequisite: HCA 1000 or consent of program coordinator. (Required)

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 Facilities3 Credit Hours

Corequisite: HCA 1000 or consent of program coordinator. (Required)

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 Facilities2 Credit Hours

Corequisite: HCA 1000 or consent of program coordinator. (Required)

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 Facilities3 Credit Hours

Corequisite: HCA 1000 or consent of program coordinator. (Required)

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 Management3 Credit Hours

Corequisite: HCA 1000 or consent of program coordinator. (Required)

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 Facilities3 Credit Hours

Corequisite: HCA 1000 or consent of program coordinator. (Required)

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 2403 HCA Externship3 Credit Hours

ESL Placement Level: For English-as-a-Second-Language (ESL)

students, placement in ESL 2520.

Prerequisite: Complete 19 HCA credits and consent of the HCA Program Coordinator.

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

HCA 2404 HCA Externship4 Credit Hours

ESL Placement Level: For English-as-a-Second-Language (ESL)

students, placement in ESL 2520.

Prerequisite: Complete 19 HCA credits and consent of the HCA Program Coordinator.

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