

Health Care Administration (HCA.AAS)

Associate in Applied Science

Health Sciences

Southfield Campus

This program leading to an associate in applied science degree is designed to prepare students for a career in health care administration. This flexible program will enable students with health care experience to supplement previous experience and develop new skills necessary for upward mobility. Graduates of this program will be prepared as nursing home administrators, nursing home administrative personnel, department heads in hospitals and administrative personnel for public and private health facilities, including ambulatory clinics and assisted living facilities.

Courses in this program are also available to those individuals who are required to have continuing education credits in order to maintain their nursing home licensure. Courses prefixed HCA 1000 through 2300 are approved for continuing education credits. Students must complete HCA 1000 with a "C" or better or receive permission from the Program Coordinator to enroll in HCA 1110 through 2300.

The externship is individually arranged upon completion of the first 9 courses listed under "Major Requirements." The number of hours required for this clinical experience is dependent upon previous supervisory experience in a health care facility and may range from 180 to 360 clock hours. The program coordinator makes arrangements with the students and the specific health care facility for this externship.

A mandatory criminal history check with fingerprinting and drug screening will be conducted in the semester immediately preceding the start of the externship courses, at the student's expense.

1. Conviction of a felony or conviction of any attempt to commit a felony within the 15 years immediately preceding the date of the criminal history check; or
2. Conviction of a misdemeanor within the 10 years immediately preceding the criminal history check, and/or a positive drug screen will preclude eligibility for enrollment in the externship course(s).

In addition to the regular tuition, Health Care Administration students incur extra costs including, but not limited to; liability insurance, health examination, uniforms, required vaccinations, travel and certification fees.

For further details, contact the Health Care Administration Department at (248) 233-2917.

Additional Program Requirements

- All "Major Requirements" and "Required Supportive Courses" must be completed with a "C" or better.

Program Plan Example - Click Here (<https://www.oaklandcc.edu/programs/plans/hca.aas.pdf>)

Code	Title	Credit Hours
Major Requirements		
HCA 1000	Introduction to Health Care Administration	3
HCA 1110	Health Facility Maintenance and Sanitation	3
HCA 1210	Principles of Nursing Home Operations	3
HCA 1230	Patient Care and Auxiliary Relationships in Health Care Facilities	3
HCA 2100	Personnel Management in Health Care Facilities	3
HCA 2150	Labor Practices in Health Care Facilities	2
HCA 2200	Fiscal Management in Health Care Facilities	3
HCA 2250	Legal Aspects of Health Service Mgt	3
HCA 2300	Problems and Policies of Health Care Facilities	3
Complete one of the following Externship courses:		1-6
HCA 2401	HCA Externship	1
HCA 2402	HCA Externship	2
HCA 2403	HCA Externship	3
HCA 2404	HCA Externship	4
HCA 2405	HCA Externship	5
HCA 2406	HCA Externship	6
Required Supportive Courses		
BIO 1600	Human Structure and Function	3
BUS 1100	Introduction to Business	4
BUS 1310	Supervision	3
BUS 2530	Management	3
ENG 1510 ¹	Composition I	3-4
or ENG 1510E	Composition I Enhanced	4
MDA 1103	Medical Terminology	3
PSY 2510 ¹	Introduction to Psychology	3
PSY 2630 ¹	Psychology of Organizational Behavior	3
or BUS 2700	Business and Labor Relations	3
SOC 2550	Sociology of the Aging	3
Recommended Electives		
CIS 1000	Computer Literacy	1
Total Credit Hours for Program-Related Courses		55-60
General Education Requirements		
Communication / English (3-credits)		

Satisfied

Fine Arts / Humanities (3-credits) 3

Complete 3 credits from Fine Arts/Humanities courses listed in the General Education Distribution List (<http://catalog.oaklandcc.edu/graduation-requirements/general-education-distribution/#fine-arts-humanities>)

Mathematics / Science (3-credits) 3

Complete 3 credits from Mathematics/Science courses listed in the General Education Distribution List (<http://catalog.oaklandcc.edu/graduation-requirements/general-education-distribution/#mathematics-science>)

Social Science (3-credits)

Satisfied

Written Communication (3-credits) 3

Complete 3 credits from Written Communication courses listed in the General Education Distribution List (<http://catalog.oaklandcc.edu/graduation-requirements/general-education-distribution/#written-communication>)

Total Credit Hours 64-70

¹ Course may be used to meet General Education requirements.

A minimum cumulative 2.00 grade point average (GPA) overall is required for graduation.