Health Care Administration

Degrees

• Health Care Administration (HCA.AAS) (http://catalog.oaklandcc.edu/programs/health-care-administration/health-care-administration-aas)

Certificates

• Health Care Administration (HCA.CT) (http://catalog.oaklandcc.edu/programs/health-care-administration/health-care-administration-certificate)

Health Care Administration Courses

Course Descriptions (Per Subject)

HCA 1000  Intro to Health Care Administration  3 Credit Hours
Prerequisite: Completion of ENG-1510, ENG-1520 or ENG-2200 with a 'C' or better; or consent of program coordinator/designee
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

HCA 1110  Health Facility Maintenance/Sanitation  3 Credit Hours
Prerequisite: HCA-1000 with a 'C' or better and completion of ENG-1510,ENG-1520, or ENG-2200 with a 'C' or better; or consent of program coordinator/designee
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

HCA 1210  Principles of Nursing Home Operations  3 Credit Hours
Prerequisite: HCA-1000 with a 'C' or better and completion of ENG-1510,ENG-1520, or ENG-2200 with a 'C' or better; or consent of program coordinator/designee
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

HCA 1230  Patient Care/Aux Relationships in Facil  3 Credit Hours
Prerequisite: HCA-1000 with a 'C' or better and completion of ENG-1510,ENG-1520, or ENG-2200 with a 'C' or better; or consent of program coordinator/designee
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

HCA 2100  Personnel Mgt in Health Care Facilities  3 Credit Hours
Prerequisite: HCA-1000 with a 'C' or better and completion of ENG-1510,ENG-1520, or ENG-2200 with a 'C' or better; or consent of program coordinator/designee
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

HCA 2150  Labor Practices in Health Care Facility  2 Credit Hours
Prerequisite: HCA-1000 with a 'C' or better and completion of ENG-1510,ENG-1520, or ENG-2200 with a 'C' or better; or consent of program coordinator/designee
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

HCA 2200  Fiscal Mgt in Health Care Facilities  3 Credit Hours
Prerequisite: HCA-1000 with a 'C' or better and completion of ENG-1510,ENG-1520, or ENG-2200 with a 'C' or better; or consent of program coordinator/designee
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

HCA 2250  Legal Aspects of Health Service Mgt  3 Credit Hours
Prerequisite: HCA-1000 with a 'C' or better and completion of ENG-1510,ENG-1520, or ENG-2200 with a 'C' or better; or consent of program coordinator/designee
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

HCA 2300  Problems/Policies of Health Care Facil  3 Credit Hours
Prerequisite: HCA-1000 with a 'C' or better and completion of ENG-1510,ENG-1520, or ENG-2200 with a 'C' or better; or consent of program coordinator/designee
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

HCA 2401  HCA Externship  1 Credit Hour
Prerequisite: Completion of Major Requirements in Health Care Administration Program.
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

HCA 2402  HCA Externship  2 Credit Hours
Prerequisite: Completion of Major Requirements in Health Care Administration Program.
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

HCA 2403  HCA Externship  3 Credit Hours
Prerequisite: Completion of Major Requirements in Health Care Administration Program.
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

HCA 2404  HCA Externship  4 Credit Hours
Prerequisite: Completion of Major Requirements in Health Care Administration Program.
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
HCA 2405  HCA Externship  5 Credit Hours
Prerequisite: Completion of Major Requirements in Health Care Administration Program
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

HCA 2406  HCA Externship  6 Credit Hours
Prerequisite: Completion of Major Requirements in Health Care Administration Program
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