

# 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 CareAdministration 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 CareAdministration 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