

# HEALTH CARE ADMINISTRATION (HCA)

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**HCA 120** INTRO TO US HEALTHCARE SYSTEM 3 Credit  
This course provides an overview of the history, structure, resources, and future of the U.S. healthcare system. This overview includes legislation, policy, and governmental initiatives, as well as, reimbursement mechanisms and continuum of care components. The course highlights disparities and access, with a focus on vulnerable populations.

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 130** ORG BEHAVIOR IN HEALTHCARE 3 Credit

This course highlights aspects of organizational theory and its practical application within healthcare organizations to facilitate change and pursue goals. The material explores the relationship between individuals, teams or groups, and the organization's structure, along with skills and techniques to impact day-to-day operations management.

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 140** HEALTHCARE MANAGEMENT 3 Credit

This course provides an introduction to principles, concepts and theories within management of healthcare organizations. It includes a focus on the functions of managers (i.e., planning, organizing, staffing, leading, and controlling performance) in organizational and quality improvement.

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 160** HUMAN RESOURCE MANAGEMENT IN HEALTHCARE 3 Credit

The course highlights the basics of workforce management including legal issues surrounding employment, organized labor, diversity and inclusion, job analysis and design, compensation and benefits, recruitment and retention, and performance management. The material positions the human resource function as an integral component of operational improvement, while emphasizing human resource practices as a reflection of organizational planning and strategies.

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 180** LEGAL ISSUES IN HEALTHCARE 3 Credit

This course provides an overview of legal issues in healthcare. Patient care issues include torts, negligence, and malpractice as well as, informed consent and providing, refusing or terminating care. Topics include regulatory issues (including governance, providers, services, payment mechanisms, compliance, privacy, fraud and abuse).

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 192** SPECIAL TOPICS 3 Credit

**Grade Mode: Credit/No Credit**

**Course Offerings: Web Based**

**HCA 200** INFORMATICS IN HEALTHCARE 3 Credit

From clinical decision support to e-health and population health applications, this course highlights tools and strategies to influence the use of technology, data, and information for improving safety, quality, efficiency, and patient-centered care. Topics include managing, protecting, and harnessing the power of information.

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 220** INTRODUCTION TO HEALTHCARE FINANCIAL MANAGEMENT 3 Credit

Foundational concepts within accounting and financial management, along with types of insurers and payers, are introduced and applied across acute and post-acute settings in healthcare. The course includes budgeting, variances, cost structures, profit analysis, along with revenue cycle and supply chain management. The fundamental focus on clinical and operations management can benefit entry-level and early career managers.

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 250** LEADERSHIP IN HEALTHCARE 3 Credit

This course emphasizes the need for not simply leadership, but skilled leadership in healthcare. Course materials provide an introduction to leadership theory, styles, essential skills, and diverse approaches necessary to meet the challenges of a dynamic and changing healthcare industry.

**Pre-requisite: ENG 117**

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**Equivalencies: HCA 150**

**HCA 260** COMMUNICATION IN HEALTHCARE 3 Credit

This course focuses on developing healthcare leaders' communication skills with specific emphasis on, assertiveness, conflict management, and using communication techniques to facilitate organizational results.

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 270** PROFESSIONALISM, ETHICS, AND VALUES IN HEALTHCARE 3 Credit

Many professional membership organizations have Codes of Ethics which shape the occupation's professionalization. Clinicians rely on their profession's code of ethics, but benefit from additional tools as they advance to managerial roles. This course material expands awareness of ethical practices beyond direct patient care to research, information management, human resources, and strategic planning across acute and post-acute care settings.

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**Equivalencies: HCA 170**

**HCA 300** POPULATION HEALTH FOR HEALTHCARE MANAGERS 3 Credit

A study of population health shifts the focus from the individual patient to health outcomes within groups of individuals. This course explores population health approaches, as well as principles of epidemiology and the application of principles and concepts to affect health outcomes within communities. The course includes a focus on information seeking to access data and research, as well as, understanding descriptive and statistical analysis for managerial decision making.

**Pre-requisite: ENG 117**

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 320 INTRODUCTION TO HEALTHCARE MARKETING 3 Credit**

This course frames payers, physicians, patients, and the public as targets of a healthcare organization's marketing efforts. Payers direct patients; physicians make referrals; patients may be referred or seek services; and while members of the public may not need services today, they or someone in their family or social circles may need services in the future. Each of these groups need to be educated regarding services available to make informed decisions. Everyone in a healthcare organization is in effect, a marketer. This course focuses on the research, considerations, planning and actions, to create strategic initiatives as well as, the leadership and communication skills needed in marketing.

**Pre-requisite: ENG 117**

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 330 QUALITY MANAGEMENT IN HEALTHCARE 3 Credit**

From a focus on safety and quality of care within an organization to best practice and transition strategies to impact the patient journey and population health, quality management is part of every department or strategic business unit. Course content highlights the fundamentals of measuring, assessing and improving quality along with application of different tools in quality management processes.

**Pre-requisite: ENG 117**

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**HCA 340 3 Credit**

This course examines health policy through a lens of economics. Reimbursement topics include Medicare, Medicaid, managed care and healthcare legislation. The course highlights how supply and demand affect the cost of healthcare. Course content raises ethical questions regarding payment for healthcare, as well as, issues surrounding competition, cost shifting, profits, and the roles of government and health associations in health policy.

**Pre-requisite: ENG 117**

**Grade Mode: Standard Letter**

**Course Offerings: Hybrid, Web Based**

**Equivalencies: HCA 240**

**HCA 494 CAPSTONE 3 Credit**

As the final course in the sequence, Capstone provides opportunities to apply concepts from across the curriculum. It is a culmination of curricular work, designed to apply and demonstrate multiple healthcare leadership competencies.

**Pre-requisite: ENG 117**

**Grade Mode: Other to Include Option of IP, Standard Letter**

**Course Offerings: IN/FE/Rsrch/Thsis/Prjct/Capstn**

**HCA 495 INTERNSHIP I 2 Credit**

This two-part course includes a 120-hour managerial experience internship across a 16-week semester. One credit will be earned for successful completion of the first 8-week term.

**Grade Mode: Other to Include Option of IP, Standard Letter**

**Course Offerings: IN/FE/Rsrch/Thsis/Prjct/Capstn**

**HCA 496 INTERNSHIP II 1 Credit**

This two part course includes a 120-hour managerial experience internship over a 16-week semester. Two credits will be earned for successful completion of the second 8-week term.

**Pre-requisite: ENG 117**

**Grade Mode: Other to Include Option of IP, Standard Letter**

**Course Offerings: IN/FE/Rsrch/Thsis/Prjct/Capstn**